

****Return form to AQU 106****

ACTC-Cross Registration for Augsburg, Hamline & Macalester

Name:	Last	First	MI	Phone #	Birthdate mm/dd/yyyy
UST ID #	Social Security #	Female _____ Male _____	Major	Minor	

Note: You will **not** be able to add ACTC classes via the web. All ACTC adds **must** be done on this form.

Add

Term

- Fall
- J-Term *Hamline only*
-
- Spring

St. Thomas Student going to:

- Augsburg
- Hamline
- Macalester

Required Course Information:

Dept. Name	Course #	Section #	Lab #	Course Title	Credits
Course: Day(s) _____ Time _____ to _____ If Lab: Day _____ Time _____ to _____					
Prerequisite(s) for Course:			Instructor Name (please PRINT)		
IN REQUESTING TO CROSS-REGISTER, I understand that: 1) I must complete all work, including any assignments missed because of calendar differences between institutions, and 2) I have completed all prerequisites for this course.				ACTC Instructor's signature (<i>Required after April or November Early Registration</i>)	
				X _____ UST Dept Chair's signature (<i>If course is for major or minor</i>)	
Student Signature _____				Date _____	
				Assoc VP-UG Studies AQU110F (<i>Needed for special approvals: If taking more than one ACTC course per term and you are not an ACTC major/minor this signature is required</i>) X _____	



Note: You will **not** be able to drop ACTC classes on the web. All ACTC drops **must** be done on this form.

DROP

Term

- Fall
- J-Term *Hamline only*
- Spring

St. Thomas Student going to:

- Augsburg
- Hamline
- Macalester

Required Course Information:

Dept. Name	Course #	Section #	Lab #	Course Title	

ASSOCIATED COLLEGES of the TWIN CITIES (ACTC) <http://www.stthomas.edu/actc/>

Augsburg

<http://www.augnet.augsburg.edu/classsched>

(Scroll down to lower right for the terms)

Switchboard 612-330-1000

Registrar's Office 612-330-1036

Macalester

<http://www.macalester.edu/registrar>

Switchboard 651-696-6000

Registrar's Office 651-696-6200

Hamline

<http://web.hamline.edu/pipeline.html>

Switchboard 651-523-2800

Registrar's Office 651-523-3000

St. Thomas

<http://www.stthomas.edu/classes>

Registrar's Office 651-962-6700

ACTC Cross-Registration Policies and Procedures

1) General ACTC Registration Policies

- ACTC cross-registration occurs during the fall and spring terms for the College of St. Catherine, Augsburg College, Hamline University, Macalester College and the University of St. Thomas (UST).
- J-Term ACTC cross-registration is only available between Hamline University and UST.
- There is no ACTC cross-registration during summer sessions.
- Students are billed by UST for ACTC courses.
- The only record of an ACTC course is at UST and the ACTC course will only appear on the UST transcript.
- ACTC courses are counted in your UST GPA.
- Only full-time, undergraduate day, degree-seeking program students are eligible to take ACTC courses. The ACTC course can count towards full-time enrollment.
- To take more than one ACTC course per term, special permission is required from the UST Associate Vice President of Undergraduate Studies, Aquinas 110-F.
- If the course is to count toward your major or minor, special permission is required from the UST Academic Department Chair.
- Some ACTC courses are automatically transferred in as pre-approved courses. If this course is to fulfill a core requirement, the Transfer Credit Pre-Approval form must be completed (Registrar's Office - Aquinas 106)
- Independent study is not allowed through ACTC unless it is required by your major/minor and you have special approval from the UST Associate Vice President of Undergraduate Studies, Aquinas 110-F.

2) Adding a Class -ACTC courses can **not be added via Murphy Online. Students must complete the ADD portion of the ACTC Registration form.**

- ACTC Registration occurs during the two week Early Registration periods in November and April and follows the time ticket schedule.
- After the two week Early Registration period is over, ACTC courses can only be added once the term begins and will require the instructor's signature.

3) Dropping a Class -ACTC courses can **not be dropped via Murphy Online. Students must complete the DROP portion of the ACTC Registration form and return it to the UST Registrar's office.**

- Tuition refunds for dropped courses follow the UST tuition refund schedule as published in the UST Academic Catalog.
- Drops will be posted according to the date the form is received by the Registrar's office.