

# Parents-On-Campus

## University Registrar's Office

Parents of full-time students in the undergraduate day program at the University of St. Thomas may register for undergraduate courses **either for credit or as an audit** during the **fall and spring** semesters on a space available basis. Parents (*degree-seeking and non-degree seeking*) will be registered no sooner than 5 working days before the term starts.

### Steps to follow to register for classes for the fall or spring term:

- 1) List your selected courses in the order of preference. Indicate at least one additional course because enrollment in any particular course is not guaranteed.
- 2) You must fulfill prerequisites for courses being taken for a grade only; you do not need prerequisites for courses taken as an audit.
- 3) If you believe that you have previously fulfilled the prerequisite at another school, you will need an email from the instructor of the class to be registered.
  - If the course is being offered by the College of Business (ACCT, BLAW, BUSN, ENTR, MGMT, and MKTG courses), and requires a prerequisite that you believe to have previously fulfilled, please email this information to [cobundergrad@stthomas.edu](mailto:cobundergrad@stthomas.edu) and attention it to Jean Gabler or Georgia Fisher. If they agree that it has been fulfilled, attach their email to this form in order to be registered.
- 4) If a non business course is closed or full and you wish to be registered, you will need the instructor's permission. If they grant you permission, have them sign this form and then submit it to the Registrar's office.
  - If it is a course being offered by the College of Business (ACCT, BLAW, BUSN, ENTR, MGMT, and MKTG courses), you must go to class on the first day and if the instructor accepts you, go to room 202 McNeely Hall (building #82 on the St. Paul Campus map) and have Georgia Fisher sign the registration form so that we may register you.
- 5) Students may not switch from an audit status to a credit status after the 10<sup>th</sup> day of the term.

Note: courses meet either on MWF (Monday, Wednesday, Friday) or TR (Tuesday and Thursdays).

### Registration Add Form

Last Name	First Name	Middle Initial	Phone #
How many undergraduate courses do you wish to take this term?	Social Security# or UST I.D.#		Birth date (mo/day/year)

	Dept Example <b>THEO</b>	Course Number <b>101</b>	Sec <b>01</b>	Course Title	Instructor's signature (if required)	
1 <sup>st</sup> Choice						For Credit only
2 <sup>nd</sup> Choice						For Credit only
3 <sup>rd</sup> Choice						For Credit only

Your E-mail Address (Please print clearly, this is needed so we can confirm your registration.)

**\*\*Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

\*\* (Required to process registration)