

STUDENT INFORMATION		
Last Name	First Name	St. Thomas ID
St. Thomas Email		Phone
Major(s)		Minor

Note: You cannot add/drop ACTC courses through Murphy Online.

ADD

School Augsburg Hamline Macalester St. Catherine
 Term J-term (Hamline Only) Spring Fall

REQUIRED COURSE INFORMATION:				
Department	Course Number	Section Number	Course Title	Credits
Course Day(s)		Course Time(s)	Lab Day(s)	Lab Time(s)
Prerequisite(s) for course			Instructor Name	
St. Thomas Department Chair Signature (if course is for Major or Minor)				
ACTC Instructor Signature (Required after spring and fall early registration)				
Associate VP-UG Studies Signature (Required for special approvals)			Example: Enrolling in multiple ACTC courses during a single term as a non-ACTC Major/Minor.	

DROP

REQUIRED COURSE INFORMATION			
Department	Course Number	Section Number	Course Title
Department	Course Number	Section Number	Course Title

STUDENT SIGNATURE

By signing, I agree to have the Office of Student Data and Registrar update my registration to add and/or drop the coursework indicated on this form. I understand that for courses being added, I must complete all work, including any assignments missed because of calendar differences between institutions, AND I must have completed all prerequisites for each course.

X		Date
----------	--	------

Return this form to:
 University of St. Thomas
 Office of Student Data and Registrar, Mail 5001
 2115 Summit Ave, Saint Paul, MN 55105-1096
 registrar@stthomas.edu

ACTC Cross-Registration Policies and Procedures

Note: Full-time, degree-seeking UG students are eligible to register for exchange courses in fall and spring semesters, as long as the course is not also offered at St. Thomas during the same term.

1) General ACTC Registration Policies

- ACTC cross-registration occurs during the fall and spring terms for St. Catherine University, Augsburg College, Hamline University, Macalester College and the University of St. Thomas.
- J-Term ACTC cross-registration is only available between Hamline University and the University of St. Thomas.
- Summer Term registration for SOWK course work at the St. Catherine University is done using a regular St. Thomas Registration form, not this ACTC cross-registration form.
- There is no ACTC cross-registration during summer sessions.
- Students are billed by the University of St. Thomas for ACTC courses.
- The only record of an ACTC course is at the University of St. Thomas and the ACTC course will only appear on the University of St. Thomas transcript.
- ACTC courses are counted in your University of St. Thomas GPA.
- Only full-time, undergraduate, 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 St. Thomas Associate Vice President of Undergraduate Studies.
- If the course is to count toward your major or minor, special permission is required from the St. Thomas 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
- Independent study is not allowed through ACTC unless it is required by your major/minor and you have special approval from the University of St. Thomas Associate VP of Undergraduate Studies.

2) Adding a Class

- ACTC courses cannot 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 period for spring and fall 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 at the other ACTC institution and will require the instructor's signature.

3) Dropping a Class

- ACTC courses cannot be dropped via Murphy Online. Students must complete the drop portion of the ACTC Registration form and return it to the St. Thomas Office of Student Data and Registrar.
- Tuition refunds for dropped courses follow the University of St. Thomas tuition refund schedule as published in the University of St. Thomas Academic Catalog.
- Drops will be posted according to the date the form is received by the Office of Student Data and Registrar.

ACTC Resources			
Augsburg	Registrar's Office	612-330-1036	registrar@augsborg.edu
Hamline	Registrar's Office	651-523-3000	registrar@hamline.edu
Macalester	Registrar's Office	651-696-6200	registrar@macalester.edu
St. Catherine University	Registrar's Office	651-690-6531	registrar@stkate.edu
University of St. Thomas	Office of Student Data & Registrar	651-962-6700	registrar@stthomas.edu