

Registration Tips

Top Ten Frequently Asked Questions

❶ How much is a transcript?

\$4 for a student copy, \$5 for an official transcript and the first transcript is free. Your signature is required.

❷ When is the last day to add a course?

For fall (the Monday following Labor Day at 4:30) and spring semesters the Friday at 4:30 of the first week of classes. This includes ACTS and NU courses even if they begin later.

❸ When do I need to come to the registrar's office for registration?

Meet with your advisor to discuss your course selections. Your advisor will approve your registration on-line using the Student Web. See the registrar's office for CPE, independent study, and/or cross-registration forms. You will need to stop by the registrar's office if you are unable to pre-select a course from the student web. Courses such as MTS thesis or thesis continuation need to be done by the registrar's staff.

❹ How many pass/fail courses can I take?(includes courses limited to PF)

MDiv -28 semester hours, MTS & MA - 18 semester hours

❺ Can I change the grading option after the course begins?

Grading options are LG (letter grade), PF (pass/fail), or AU(audit) and you **may not** change after the course begins except with special permission from the professor.

❻ How do I change advisors?

Pick up the **Request for New Advisor** form available in the registrar's office. Ask the new adviser to sign the form and also the director of your program (except MDiv) then return to the registrar's office.

❼ How is transfer credit awarded?

Make an appointment with the director of academic studies for a transfer credit review.

❽ Am I eligible to cross-register my first semester?

Students are expected to begin their studies at Garrett-Evangelical before cross-registering with ACTS or Northwestern.

❾ What happens if I drop a course half-way into the semester?

If a course is dropped after the half-way date (see academic calendar) the course remains on the transcript as withdrawn and the tuition is not refundable.

❿ How many course extensions can I have at any one time?

Course extensions forms must be handed in to the registrar's office before the end of the term or semester and are for emergency situations only. **Three** extensions are the limit at any one time.