

Top Ten Frequently Asked Questions

- 1. How do I request a transcript?** On-line transcripts are available through the Alum/Student web. Payment is by credit card. Log in and select Grades – Transcripts under Academics. \$4 for a student copy, \$5 for an official transcript, the first transcript is free, and \$3 additional for faxed student copy. Your signature is required.
- 2. When is the last day to add a course?**
Friday, 4:30pm of the first week of Garrett-Evangelical's semester including *ACTS and NU courses starting later.*
January and Summer (see the academic calendar)
- 3. Can I reserve courses before I have my advisor's approval?**
Yes, but approval is needed before registration is finalized.
- 4. How many pass/fail courses can I take?**
MDiv: 28 semester hours, MA or MTS: 18 semester hours. This includes transfer credit hours as well as Garrett-Evangelical hours.
- 5. 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 without permission of the instructor.
- 6. How do I change advisors?**
The request form for a new advisor is available on the Campus Web (Office Links→Registrar→Student Forms→Advisor Change Request). Return the completed form to the registrar's office.
- 7. What is considered full-time?**
Masters students need 28 semester hours each year and MDiv students need 29 semester hours. For fall and spring semesters 11 semester hours is the minimum to be considered full-time for masters and 6 for doctoral students.
- 8. 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.
- 9. 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If a course is dropped after the half-way date (see academic calendar) the course remains on the transcript as withdrawn passing or failing and the tuition is not refundable.
- 10. How many course extensions can I have at any one time?**
Course extension 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.