

## **Registration: FAQ from FAP**

(Frequently Asked Questions from Far Away Places)

*Q: I'm on my program now, and (for whatever reason) I can't get into the classes I listed in my application. Will I still get credit?*

A: We know that schedules change, courses aren't offered as expected, and you may have to change your plans. It is your responsibility to communicate changes in your course selection to the Registrar's Office and the Center for Study Away. Any courses for your major, minor, or concentration will need departmental approval. Email any course changes to both [studyaway@macalester.edu](mailto:studyaway@macalester.edu) and [registrar@macalester.edu](mailto:registrar@macalester.edu).

*Q: Can I take any of my courses pass/fail?*

A: Students studying away are subject to the same pass/fail grading policy as students studying on campus. The declaration of this grading option is usually made according to the rules of your study away program or university. If the program has no provision for pass/fail grading, you may declare it by submitting the [Study Away Course Pass/Fail Form](#) to the Macalester Registrar with the required details. You can make this declaration beginning in the final four weeks of your program. You must make your declaration no later than the final day of classes for your program.

*Q: Can my program courses meet a distribution requirement?*

A: Ideally, your distribution requirements will all be met by Macalester courses. But with the approval of the Registrar, and in some cases a department chair in the relevant area, some courses may qualify to meet a distribution requirement. You must earn a grade of C- or better in order for a course to fulfill a distribution requirement.

*Q: How about General Education Requirements?*

A: General Education Requirements should be completed at Macalester, however, you may make a special request to the General Education Requirements Committee. Documentation such as a syllabus and a brief statement as to why you are unable to complete the course at Macalester will be required. It's not a sure thing!

*Q: My academic transcript says my study away program is worth 16 credits. I can count on that, right?*

A: WRONG. In order for you to appear as a full-time Macalester student, we register you for a placeholder course that is listed as being worth 16 credits. However, the credit you earn will be determined by the number of credits awarded by the program/university you attend. This will vary depending on the program's credit conversion, whether these credits are on the semester or quarter system, and whether you pass the course.

It is your responsibility to ensure that you maintain full-time enrollment as defined by your program or direct enroll institution (in most cases this will be 14-16 Macalester credits). Remember, no more than 18 semester hour credits can be earned on a semester-long program unless extra tuition is paid to Macalester.

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*Q: How do I register for next semester's classes? And when?*

A: Approximately three weeks prior to registration, Barbara Rath in the Registrar's Office will send you a 'touching base' email, to confirm that you're up and running with email while on your program. Once contact is established, specific registration information (how to, when, etc.) will follow a couple weeks later, usually around October 20th for fall semester study away participants or March 20th for spring.

Once you've decided on courses, you can register on-line through 1600grand at your appointed time, fax a list to us (651-696-6600), make a phone call (651-696-6200), or e-mail your course choices (brath@macalester.edu), – whatever works for you! On-line registration is the best. By the way, the schedule is updated constantly on 1600grand (the Search Class Schedule option), so if you have web access you can see up-to-date information. If you register via the web, your registration will be live and official right away. If you register via information sent through email, phone, or fax, you will be contacted with registration confirmation.

In the worst possible case, you might have to register at the start of the semester. In that case you will not be charged a late registration fee, but you will have to get signatures to get into all your courses. This doesn't happen often, and usually professors are very accommodating when it does.

### **Useful Contacts**

Registrar's Office – [registrar@macalester.edu](mailto:registrar@macalester.edu)

*Questions: General Education/Distribution requirements, Credit value, Pass/Fail, Changing Courses*

Center for Study Away Staff – [studyaway@macalester.edu](mailto:studyaway@macalester.edu)

*Questions: Pass/Fail, Changing Courses*