

# Registration - Undergraduate

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## Undergraduate Registration Policy

Advising is required for all students in most colleges prior to registration each term. Students who register for course work without adviser approval assume full responsibility for their registration. Courses that do not satisfy the requirements of their plans of study are not applied toward the degree.

Students complete class online registration via Marquette's CheckMarq (<http://checkmarq.mu.edu>) system. During early registration, students are assigned registration appointment times by the number of credits earned. In order to ensure that transfer credits are posted to students' records before registration appointments are assigned, students transferring in credits must have their official transcript received in the Office of the Registrar by the deadline indicated in the Academic Calendar (<https://www.marquette.edu/central/registrar/calendars-exams-schedules.php>). If a transcript is received after this deadline, there is no guarantee the credits will be posted to students' records in time to affect the registration appointment. Once assigned, registration appointments are not changed.

Students are responsible to ensure that their course schedule for each term/session accurately reflects the classes they plan to attend. Students may not attend classes in which they are not officially registered. Students must be registered by the deadline to Add/Drop for each session, as outlined in the Academic Calendar (<https://www.marquette.edu/central/registrar/calendars-exams-schedules.php>). The university does not retroactively register students for courses after this deadline, or after a term is completed and reserves the right to deny credit to students who fail to officially register in any course within these time limitations. All courses for which students are registered are subject to tuition and in some cases, additional fees. Students are responsible for any payment due for all officially registered courses, regardless of attendance.

Students who do not plan to attend the university are responsible for dropping classes through CheckMarq, before the deadline to Add/Drop for the session/term and notifying their respective college office. All courses for which students are officially registered as of the deadline to Add/Drop are subject to fee assessment and payment and appear as part of the permanent record, regardless of attendance. To avoid unnecessary fee charges and courses with punitive grades on the permanent record, students are responsible to review their official registration schedule prior to the deadline to Add/Drop and ensure that it accurately reflects the courses in which they plan to attend.

## Undergraduate Students in Graduate-Level Courses

Undergraduate degree-seeking seniors, or those admitted to an appropriate accelerated degree program may, with the permission of their home college and the department offering the course, register for a 5000 or higher-level graduate course if the student has a B (3.000) or higher overall grade point average.

## GRADUATE School COURSES

To register for a Graduate School course, undergraduate degree-seeking students must complete the Permission to Enroll in a Graduate Course form, available on the Graduate School website ([http://www.marquette.edu/grad/forms\\_index.shtml/](http://www.marquette.edu/grad/forms_index.shtml/)). Once all signatures of approval are obtained and students receive a permission number from the department offering the course, students must then register for the course online through CheckMarq (<https://checkmarq.mu.edu/>). These courses may not be graded using the CR/NC, S/U, SNC/UNC or AU (audit) grading option, unless this is the only grading option available for the course.

## Graduate School of Management Courses

To register for a Graduate School of Management course, the undergraduate degree-seeking students must complete the Permission to Enroll in a Graduate School of Management Course form, available on the Graduate School of Management forms website (<https://www.marquette.edu/business/graduate/forms.php>). (<http://www.marquette.edu/gsm/>) Once all signatures of approval have been obtained and the students have received a permission number from the Graduate School of Management, the students must then register for the course online through CheckMarq (<https://checkmarq.mu.edu/>).

Graduate level courses begin at 5000. Cross-listed courses starting in the 4000 level are undergraduate courses and under no circumstances apply toward graduate credit. The course cannot be graded using the CR/NC, S/U, NSC/UNC or AU (audit) option and a grade of B or better must be earned to transfer courses into a graduate program. Consent must be obtained and registration posted to the students' record prior to the start of the course. A change is not applied after the end of Add/Drop, whether moving to or from graduate level class. Successful completion of graduate courses does not guarantee admission to graduate studies.

For 5000-level classes (those cross listed with undergraduate classes): students can start first term junior year; can take only one their first term junior year; must have a minimum GPA of 3.000 overall and a minimum GPA of 3.000 in business classes. Students can take more than 16 credits only if their overall grade point average and business grade point average is 3.250 or higher.

For 6000-level classes only: students can start second term junior year; can take maximum of two 6000-level classes per term; must have a minimum GPA of 3.000 overall and a minimum GPA of 3.000 in business classes. Students can take more than 16 credits only if their overall grade point average and business grade point average is 3.250 or higher.

For undergraduate degree-seeking business students, a maximum of 9 credits may apply both toward undergraduate and graduate requirements. The maximum graduate credits transferable from undergraduate to a Graduate School of Management degree, pending approval and overall program

requirements are: Accounting (M.S.A.) - 9 credits, Accounting Analytics (M.S.A.A.) - 9 credits, Economics (M.S.A.E.) - 9 credits, Business Administration (M.B.A.) - 9-12 credits and Supply Chain Management (S.C.M.M.) - 6 credits. Students have five years to be admitted and start graduate studies. Transfer credits do not apply if courses are 5 or more years old. See Transfer of Credit in this section for additional information.