

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: You were approved to take all the courses that were listed in your application. Realistically, we know that schedules change, courses aren't offered as expected, and you may have to change your plans. In that case, you should contact the Center for Study Away as soon as possible, preferably before you're committed to the course. They will help get approval for changes in the list of your approved courses.

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

A: You can take ONE course on that grading option – but NOT if you plan to count that class toward your major, minor, or concentration. Declare that grading option according to the policies of your program. The program office or director is the best source of information on that. If your program doesn't have such an option, you may still take a course pass/fail by notifying the Registrar's Office within four weeks of the start of 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.

Q: How about General Education Requirements?

A: You may make a special request to the General Education Requirement Committee. Documentation such as a syllabus 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 issued by the program/university, and will depend on how many credits you register for through the program, whether those credits are on the semester or quarter system, and whether you pass the course.

Most programs earn 15 to 18 credits--BUT this can and does vary by program and by student choices while on the program. The course load you listed in your study away application should equal 15-16 credits, assuming that you followed the credit equivalency guidelines issued by the host institution.

You should work with your program representative or faculty director if you are changing the courses you listed in your application to make sure you are still taking a full load, (the equivalent of 12-18 US credits, preferably 15 or 16). If you are directly enrolled at a foreign university you can check with their International Office and/or contact Mac's Center for Study Away via e-mail, phone or fax.

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 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

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

- Jayne Niemi, Registrar (niemi@macalester.edu)
- Julie McEathron, Associate Registrar (mceathron@macalester.edu)
- Barbara Rath, Student Records Coordinator (brath@macalester.edu)

Center for Study Away Staff

Questions: Pass/Fail, Changing Courses

- Kevin Morrison, Director (kmorriso@macalester.edu)
- Barbara Stinson, Study Away Finance and Data Specialist (bstinson@macalester.edu)
- Marcus Carrigan, Pre-Departure Programs Specialist (mcarriga@macalester.edu)