

# Enrollment

## Academic Load

The recommended academic load for full-time students is 16 credit hours each semester. Sixteen credit hours for eight semesters total the 128 credit hours required for a degree. For students enrolling in 8-week terms, the recommended academic load is two to three courses per term (6-9 credit hours). Students in good academic standing must request written approval from the Academic Advising Center to enroll for more than 18 credit hours in a single semester (or 9 credit hours in a term). Students who take more than 18 credit hours are charged for the additional credit hours at the per-credit-hour rate.

Under the Americans with Disabilities Act (ADA), students with disabilities may be approved for an adjustment in full-time student load. Requests for a reduced load for students in the St. Louis area or students pursuing online degrees are made to the Academic ADA Coordinator or, in the Academic ADA Coordinator's absence, the Director of the Academic Resource Center. Students attending campuses or sites outside the St. Louis area should contact their site directors or staff designees for these and other ADA requests.

All student athletes have academic requirements they must meet in order to be eligible for competition at Webster University. For specific requirements, refer to the Student-Athlete Handbook.

## Registration

Students currently attending Webster register through their Connections account for the upcoming session during their current session of enrollment.

## Candidate/Connections/Email Accounts

Students who intend to apply for St. Louis on-campus housing will need to activate a **Candidate** account. An activation email for this account will be sent to the student's personal email address after acceptance to the University. The student must activate this account within five days. For assistance in activating the Candidate account, please contact the Office of Admission at 800-753-6765 or [admissioninfo@webster.edu](mailto:admissioninfo@webster.edu).

Webster University provides all students, faculty, and staff with a University email account through **Connections**. Students are expected to:

- Activate their Connections account after receiving their username and password. Students receive a link to set up their Connections account upon acceptance to the University.
  - If a student has been accepted but has not enrolled in a course and has never set up their Connections account, the student will need to contact the Office of Admission at 800-753-6765 or [admissioninfo@webster.edu](mailto:admissioninfo@webster.edu).
  - If a student has enrolled but has never set up their Connections account, the student will need to contact the Webster University IT Service Desk 48 hours after the time of enrollment by calling 1-866-435-7270 or emailing [support@webster.edu](mailto:support@webster.edu). Students should be at a computer at the time of their call.
- Regularly check their University email account for official communication from Webster University.
- Regularly check their Connections account for Personal Announcements and Campus Announcements.
- Maintain their University email account in working order (including compliance with the University's Acceptable Use Policy and appropriately managing disk space usage).

Students may choose to have their University email forwarded to an alternate email address. Connections account holders can call the IT Service Desk (314-246-5995 or toll free at 1-866-435-7270) for assistance with this setup. Instructions are also provided on the Information Technology website at [www.webster.edu/helpdesk](http://www.webster.edu/helpdesk). Individual account holders are solely responsible for ensuring that all University correspondence continues to be received and read.

Connections also provides access to grades and registration. Students must access their final class grades through the Connections "Student Academic Services" channel. Those students eligible to register online may also do so through the Connections "Student Academic Services" channel.

## Academic Advising

Beyond the major and general education requirements, all elective coursework at Webster is chosen by the student to meet individual educational goals; therefore, academic advising plays a major role in the student's academic career at Webster and provides degree-seeking students with individualized academic program planning.

On acceptance to the University, students normally schedule an appointment with the Academic Advising Center to discuss their academic plans and to register for first semester classes. (Transfer students seeking teacher certification are advised by the Department of Teacher Education. BSN students make their initial advising appointment through the Nursing Department.) Based on this initial advising session, the student will be assigned to an academic advisor. This individual is usually a faculty member within the student's intended area of study. Students who have not yet chosen a field of study are usually advised within the Academic Advising Center.

Throughout their academic careers at Webster, students work with their academic advisors to plan their choice of University courses. The advisor helps the student choose coursework to meet individual educational and career goals, informs students about academic policies and procedures, and helps solve a variety of academic problems. Ultimately, however, it is the responsibility of each student to keep apprised of current graduation requirements for his or her particular degree program. Students may request a change of advisor through the Academic Advising Center.

## Student Classification

Students may be classified in several ways, depending on the purpose of the classification.

**Full Time vs. Part Time:** The terms full time and part time are used for reporting purposes and for awarding federal, state, and Webster University financial aid.

Students registered for 12 credit hours or more per semester are considered full time and may be eligible for federal and state financial aid. Those registered for 11 credit hours or fewer per semester are considered part time. For financial aid purposes, some students are considered half time. See Financial Aid for more information.

**Flat-Fee vs. Per-Credit-Hour Billing:** The terms flat-fee and per-credit-hour are used for Webster University billing purposes.

Students registered for 13 to 18 credit hours pay flat-fee tuition. Those registered for 12 credit hours or fewer pay tuition at a per-credit-hour rate. Students must be registered for 13 or more credit hours to be eligible for Webster Scholarship and Webster Grant

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assistance. For more information, see the Undergraduate Tuition section.

**Classification:** Students are considered sophomores after completing 30 credit hours; juniors must have 60 credit hours; and seniors must have 90 credit hours.

## Student Schedule Changes

Students may change their schedules (drop/add) during the official drop/add period. Prior to the beginning of classes, students may add or drop classes with the approval of an academic advisor. After classes have begun, students may add a course with the approval of the instructor and an academic advisor until the end of the first week of the term/semester. Students may drop classes through the end of the second week of the term/semester. Drop/add forms may be obtained from the Office of the Registrar or the Academic Advising Center. In order for schedule changes to be official, the academic advisor must sign the drop slip; the academic advisor and the instructor (after classes have begun) must sign the add slip. Students who do not submit signed drop/add forms by the deadline will be graded and charged according to their registration on file at the end of the official drop/add period. Merely informing the instructor or advisor of the intent to drop a class or not attending a class will not constitute an official schedule change.

## Withdrawal from Courses

Students may withdraw from courses after the official drop/add period. Tuition waivers for withdrawals are made on a pro rata basis. Since the credit hours of withdrawals remain on the student's record, students adding courses and exceeding the 18-credit-hour maximum will be charged additional tuition, unless approved by the Dean of Student Affairs to receive a flat fee waiver for overloads. Students may withdraw from courses up to and including the Friday of the sixth week of an eight-week course and the Friday of the twelfth week of a semester course. To withdraw, a student must complete a withdrawal form, which is signed by the advisor. The symbol for course withdrawal (W) is recorded on the student's transcript. Withdrawals after the above dates may occur only under exceptional circumstances, and the withdrawal form must be approved by the instructor, the advisor, and the director of the Academic Advising Center.

## Course Numbering System

- 1000-1999 lower division (freshman level)
- 2000-2999 lower division (sophomore level)
- 3000-3999 upper division (junior level)
- 4000-4999 upper division (senior level)

While courses are sequenced as lower- through upper-division, juniors and seniors may elect introductory-level courses outside their major field of study.

## Graduate-Undergraduate Registration

Courses in the 5000 series are graduate courses. An upper-division undergraduate student may enroll in them with the written permission of his or her advisor and the appropriate dean.

Courses in the 4000 series are upper-division courses in undergraduate studies. A graduate student may enroll in them with the written permission of his or her advisor and the instructor of the course. With written approval of the graduate program director, the credit may be applied toward the student's graduate degree. Undergraduate Reading Courses (4610) and Apprentice

Teaching (EDUC 4940, EDUC 4950, EDUC 4960, EDUC 4965, EDUC 4970, EDUC 4980) may not be applied toward a graduate degree.

With the exception of the common core courses required for the combined BA/MA, BA/MS, BS/MA, BS/MS, BM/MM, and BSN/MSN programs, courses in the 4000 or 5000 series used to complete an undergraduate degree may not be counted toward the credit-hour requirement for a graduate degree at Webster. Graduate programs may establish limits for the number of credit hours in 4000-level courses they will accept toward the degree.

## Concurrent Registration

Current Webster students may request permission to register for classes at other institutions; however, they must obtain prior approval. The permission forms for concurrent registration may be obtained from the Office of the Registrar and filed with that office prior to registration at the other institution. This policy applies to summer session coursework at other institutions, study abroad programs, and other international study coursework.

## Interinstitutional Registration

Webster has established a program with Fontbonne, Lindenwood, Maryville and Missouri Baptist universities and with Eden Theological Seminary that allows degree-seeking students registered at Webster University for 13-18 credit hours to register for undergraduate classes at any of these institutions during their regular terms. The interinstitutional agreement does not apply during the summer, weekend, or interim sessions, and students must furnish their own transportation. Students may take courses at institutions if they are not offered at Webster. Webster students register and pay tuition at Webster but attend classes and observe regulations of the host institution. Students are also responsible for all lab fees, instructional materials, or other costs associated with the course(s). Students register for interinstitutional courses with Webster University.

## Teacher Certification

Students interested in earning credits for Missouri teacher certification at Webster University should contact the School of Education, Department of Teacher Education representative. Information regarding areas available for teacher certification is included in the School of Education curriculum section of this catalog.

*This page was modified on 30 August 2017.*

*Please see the Undergraduate Catalog Addendum to view changes that were made.*