Graduate Studies Registration Permission Form – User Guide

Student

Overview:

- Once the form is submitted, the review process will start and which includes review and recommendations by following people
    - Advisor selected in the form
    - Academic program director
    - School of Graduate Studies Records Specialist (allow 10 business days for the form to be processed)
- Once all these recommendations are complete, it will go to the Dean of the School of Graduate Studies for final approval.
- At any point in this process, if a reviewer indicates that the request requires further discussion, the form is sent back to the student to make necessary changes and re-submit. The student will be notified by email in these cases.
- After re-submission, the review process will again start in the same order as above.
- Once final decision by the Dean, an email regarding the decision is sent to student's SCSU email and the completed form is archived in the student's account for future reference.
- If it is determined (by you or a reviewer) that your request should be cancelled, you can cancel the request. Just open the form link if you received an email indicating the form *needs further discussion* and the instructions were to *cancel the request*. Scroll to the bottom of the form, click *cancel request*, then confirm your cancellation.

Student Information

- Data within this section is populated for student who is logged in from the student record system:
    - First, Middle & Last name
    - Star ID
    - Tech ID
    - SCSU & Personal Email
    - Phone
    - SCSU Graduate credits completed
    - Cumulative GPA
    - Active holds
- Any changes to address or phone numbers need to be made through e-Services.

Program and Advisor Selection

- Select the academic program and advisor for this request
  - Graduate Program
  - Graduate Advisor
- Once the form is completed and submitted, this advisor selected here will review the request, before moving on to the Program Director.

Form Request Types within the Registration Form

I want to:

- At least one section needs to be completed before submitting the request.
- Open each section of the form as necessary for the request that you would like to include within the form. Close the section if you do not want it to be included at this time.
- **All fields within each open section are required, with only a couple of exceptions.** All required fields are denoted with a red left border on the field.

Enroll in graduate coursework as an undergraduate

- Undergraduate students may petition to enroll in graduate 500 level courses. List all the graduate courses that you wish to take (can add up to 16 term credits as an undergraduate).

- o CourseID
- o Dept/Course No.
- o Name of Course
- o Section No.
- o No. of Credits
- o Term and Year
- Reason for requesting to take graduate courses text area
- Checkbox to confirm that the request to take graduate courses as an undergraduate is complete.

Enroll in graduate coursework as an undergraduate ⌃

Undergraduate students may petition to enroll in graduate courses at the 500 level if they:
- Are in their last term,
- Possess a 2.75 or higher GPA, and
- Have eight or fewer term credits to complete for baccalaureate graduation from St. Cloud State University (OR)
- If admitted to a concurrent or future graduate program

Please keep in mind: The maximum load permitted is 16 term credits of undergraduate and 500-level graduate credit combined. Courses numbered 600 to 699 are open only to fully admitted graduate students (OR) students admitted to a 5-year program with the recommendation of the advisor and program director. Approval of the petition form is based on the potential admissibility of the student to the graduate program, and Graduate courses completed prior to receiving the undergraduate degree cannot be used toward the undergraduate degree (unless student has been admitted to a 3 + 2 or 4 + 1, 5 year program).

CourseID	Dept/Course No.	Name of Course	Section No.	No. of Credits	Term and Year	✖
560	IA 560	Project Managament	1	3 ▼	Fall semester 2022 ▼	

Add Course +

Reason for request
Briefly explain your reason for requesting to take graduate courses.

I am admitted to a concurrent graduate program

☑ I confirm that this request to take graduate courses as an undergraduate is complete.

Request an overload (take more than 15 credits/term)

- Graduate students need permission to take more than the maximum credit load (15 credits). Consult your advisor and list all the courses you wish to overload (can add up to 24 credits per term)
  - o Anticipated Graduation Term
  - o Graduation Sub-Term
  - o CourseID
  - o Dept/Course No.
  - o Name of Course
  - o Section No.
  - o No. of Credits
  - o Term and Year
- Reason for requesting a course overload text area
- Checkbox to confirm that the request to take a course overload is complete.

Request an overload (take more than 15 credits/term)

Graduate students need permission to take more than the maximum credit load (15 cr.) per Term. Please consult with your advisor and list all courses you wish to take during the term. The limit for total credits per term is 24.

Anticipated Graduation Term
Fall semester 2023 ▼

Graduation Sub-Term
II (End term) ▼

CourseID	Dept/Course No.	Name of Course	Section No.	No. of Credits	Term and Year	
610	CSCI 610	Advance concepts in C	2	3 ▼	Fall semester 2022 ▼	✖

CourseID	Dept/Course No.	Name of Course	Section No.	No. of Credits	Term and Year	
681	IA 681	Digital Forensic	55	3 ▼	Fall semester 2022 ▼	✖

+ Add Course

Reason for request
Briefly explain your reason for requesting a course overload.
I wanted to complete my graduation soon, so wanted to take more credits per term.

☑ I confirm that this request to take a course overload is complete.

Take a 300/400 level course for graduate credit OR 500/600 level course for doctoral credit

- List the course that you would receive a graduate credit for taking undergraduate 300 or 400 level course or doctoral credit for taking graduate 500 or 600 level course.
  - Course Level Requested
  - CourseID
  - Dept/Course No.
  - Name of Course
  - Section No.
  - No. of Credits
  - Term and Year
  - Additional Learning Outcomes and Assignments
  - Evaluation Procedure
- Reason for requesting to take an undergraduate course for graduate credit, or graduate course for doctoral credit text area
- Checkbox to confirm that the request to take a lower level course for graduate or doctoral credit is complete.

Take a 300/400 level course for graduate credit OR 500/600 level course for doctoral credit ⌃

Receive graduate credit for taking an undergraduate 300 or 400 level course OR doctoral credit for taking a graduate 500 or 600 level course. Student should request information about additional learning outcomes and assignments from the course instructor, and upload the information with this request.

If this request is granted, the student needs to share the approval email with the department and request the creation of a 501/701 section. Do NOT register for the undergraduate section of the course(s).

Please note you will need to collect all of the following information prior to completing this form. You will also need to obtain from the course instructor, and upload with this request, additional learning outcomes and assignments, as well as how work will be evaluated (letter grade A-F or S/U).

Course Level Requested

501 - Master's	▼

CourseID	**Dept/Course No.**	**Name of Course**	**Section No.**	**No. of Credits**	**Term and Year**
440	CSCI 440	Data Structures	54	3 ▼	Summer Term 2022 ▼

Additional Learning Outcomes and Assignments   **Evaluation Procedure**

Upload Documentation from Faculty		S/U	▼

overview.docx   View Remove   4/1/2022 3:57 PM

Reason for request
Briefly explain your reason for requesting to take an undergraduate course for graduate credit, or graduate course for doctoral credit.

I took this undergrad credit as a pre-requisite, so wanted that to be counted towards my graduation.

☑ I confirm that this request to take a lower level course for graduate or doctoral credit is complete.

Repeat a course (third time)

- Provide information regarding the courses you wish to repeat for the third time (can add up to 3 courses)
    - CourseID
    - Dept/Course No.
    - Name of Course
    - Section No.
    - No. of Credits
    - Term and Year
- Reason for requesting to repeat a course text area
- Checkbox to confirm that the request to repeat a course is complete.

Repeat a course (third time) ⌃

Requesting permission to register for the same course for the third time. Provide the information for the course(s) you wish to repeat, with a maximum of three courses.

CourseID	**Dept/Course No.**	**Name of Course**	**Section No.**	**No. of Credits**	**Term and Year**	✖
620	CSCI 620	Computer Architecture	55	3 ▼	Fall semester 2022 ▼	

+ Add Course

Reason for request
Briefly explain your reason for requesting to repeat a course.

Due to lack of good grade in the course

☑ I confirm that this request to repeat a course is complete.

Comments or Additional Information

- Comments or additional information text area
  - Provide any additional information that would be helpful in reviewing and processing your request.
- Attach additional documentation if necessary
  - Once a document has been added, student can view or remove it if necessary.

Comments or Additional Information

If needed/desired, please provide any additional information pertaining to this request.

Additional Documentation

Provide any additional documentation pertaining to this request.

Upload Additional Documents

user-documentation.docx   View Remove   3/23/2022 1:19 PM

Student Acknowledgment

- Student acknowledgment checkbox to confirm that all the information provided in this request is complete and true.
- Submit the form once all the required fields are completed to start the recommendation process.

Student Acknowledgment

☑ I certify that the information provided in this request is complete and true, to the best of my knowledge.

✓ Submit   ✗ Cancel Changes

Email Appendix

All emails start with a greeting:

- *Student emails: Dear {student first name}*

Submission received, pending Review Process (to student)

- After submitting the form, the student receives an email notification that the request has been submitted and the recommendation process has started.

Thank you for submitting a School of Graduate Studies Registration form, including the following requests:

Your submission is now in the review process which includes review and recommendation by the following people:

1. Your advisor that you selected in the form
2. The academic program director
3. School of Graduate Studies Records Specialist

Once all three of these, in subsequent order, complete their review, it will go to the Dean of the School of Graduate Studies for final approval.

If at any point in the process, the reviewer indicates that your request requires further discussion, more information, etc., the form will be sent back to you and you will be notified by email, including comments about edits needed. Please consult with your advisor if you have questions prior to resubmitting the form. You, as the student making the request, are the only one that will be able to edit the request, and only at the point that one of the reviewers have sent it back to you.

The email you receive will include a link back to your form to change whatever is necessary based on the reviewer comments.

If you determine that your request is no longer needed at the point that it is sent back to you, you can cancel your request. Click the link to the form from within the email and scroll to the bottom of the form, click on Cancel Request, and then confirm your cancellation.

You can also log in to the forms portal anytime via: https://forms.stcloudstate.edu to see at what point your request is in the process. This dashboard contains the following four blocks:

- **My Tasks** – forms that are assigned or sent back to you for further action and resubmission. You can click on the form to edit only at this point, based on the comments provided by the reviewer.
- **My Outstanding Requests** – forms you have submitted and which reviewer stage it is currently at. You can view the form at this point, but cannot edit anything within it.
- **My Submitted Forms** – all forms that you have previously submitted, including active and fully completed forms.
- **Forms I can Submit** – all forms that you have access to submit, based on your role within the University. All graduate forms will soon be available here.

Timing from student submission to final approval from the School of Graduate Studies can vary pending recommendation and potential edits which may be required at any stage. Within 10 business days *of reaching the School of Graduate Studies*, you can expect to be notified if your request was approved or denied, processed, and if needed, updated on your Degree Audit Report (DARS).

Thank you,
School of Graduate Studies

Re-submission request (to student)

- If any one of the reviewers determines that the request needs further discussion, the form is sent back to the student for re-submission.
- The student will be notified by email, including the information that needs to be reviewed and modified and will need to make the necessary changes and re-submit the form.

> Thank you for your Registration request. However, it has been determined that it needs further discussion. Please work with your Advisor on the following concerns:
>
>   Let's discuss further
>
> Please review your request, make necessary changes, and resubmit in order for your request to be processed.
>
>
> Thank you,
> School of Graduate Studies

Re-submission remainder request (to student)

- A re-submission remainder email is sent to student once every 2 days until the student completes the resubmission.

> **This is a reminder that you have a request waiting for further information to be submitted.**
>
> Thank you for your Registration request. However, it has been determined that it needs further discussion. Please work with your Advisor on the following concerns:
>
>   Let's discuss further in-person
>
> Please review your request, make necessary changes, and resubmit in order for your request to be processed.
>
>
> Thank you,
> School of Graduate Studies

Registration – Approved (to student)

- If the registration form is approved, the following email will be sent to student:

> Your registration request has been approved and Degree Audit has been updated for the following requests:
>
>   - Take a 300/400 course for graduate credit OR 500/600 course for doctoral credit
>   - Repeat a course (third time)
>
> Please verify that your Degree Audit reflects these changes.
>
> Congratulations approved!
>
> If you have any questions feel free to reach out us at graduatestudies@stcloudstate.edu or (320)-308-2114.
>
> *Your Advisor and Program Director have been CC'd on this notification.*
>
> Thank you,
> School of Graduate Studies

Registration – Denied (to student)

- If the registration form is denied, the following email will be sent to student, including reasons provided by the Dean as to why it was denied:

Unfortunately, we do not recommend your request because of the following concerns. You can file for an appeal if you are not satisfied with our decision.

300/400 course is not considered as graduate course

If you have any questions feel free to reach out us at graduatestudies@stcloudstate.edu or (320)-308-2114.

Your Advisor and Program Director have been CC'd on this notification.

Thank you,
School of Graduate Studies