Are you Registering for Both Summer and Fall?

If so, be aware of the following issues:

- Complete Separate Registration Worksheets
 Your advisor will want to see your proposed summer and fall schedules on separate worksheets.
- 2. Summer Prerequisites Taken at Bellarmine for Fall courses:
 - a. If you are planning to register for a FALL TERM course that has a prerequisite, and;
 - b. you are planning to register for that prerequisite at Bellarmine in the SUMMER TERM, then;
 - c. register for the summer course first! For example, register for IDC. 301 in summer and <u>then</u> register for IDC. 401 in fall. Entering your summer registration first will prevent you from getting a prerequisite error when attempting to register for the fall course.
- 3. Summer Courses Taken at Other Schools
 If you plan to take a summer course at another school and transfer it back to Bellarmine, you must obtain pre-approval and be issued a Visiting Student Letter. To obtain this letter you must file a petition by following the "Waiver and Exceptions Policy" as outlined in the Catalog. You must also meet the policy requirements outlined in the "Study at Other Institutions" section in the Catalog. Also see number 4 below.
- 4. Summer Courses Taken at Other Schools Needed for Fall Prerequisites
 If your summer course at another school is needed in order to fulfill a prerequisite for a fall course, you will need to seek assistance from the Registrar's Office to register for the fall course.
 - If you have already been issued a Visiting Student Letter from the Registrar's Office for your summer course, simply contact the Registrar's Office on your day to register and request an authorization be entered by a staff member there. No additional paperwork is required.
 - If you have not yet had your summer course pre-approved, you will need to complete and submit an Authorization Form in order to register for the course without the prerequisite. This form is available on the Registrar's Office website. You will then need to follow up by obtaining pre-approval for the summer course (see number 3 above).
 - If you are studying abroad in the summer and your pre-approved courses will serve as prerequisites for fall classes, contact the International Programs Office (IPO) for a special authorization form.
- 5. Multiple Summer Bellarmine Courses Prerequisite Issue
 If you are taking a course in the summer and it serves as prerequisites for another summer
 course, you will need to seek assistance from the Registrar's Office to register for the second
 one. For example, register for BIOL 108 in Summer II and then seek assistance registering for
 BIOL 109 in Summer III. Unfortunately, this is a computer system limitation and can only be
 resolved with assistance from the Registrar's Office.