

# REGISTRATION AT OTHER COLLEGES AND UNIVERSITIES

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**Approved by:** Office of the Registrar | Office of Academic Advising

**History:** N/A

**Related Policies:** Institutional (Residency) Credit Requirement (<http://catalog.stkate.edu/policies/stu-acad/undg/residency/>) | Transfer of Credit (<http://catalog.stkate.edu/policies/stu-acad/undg/transfer-credit/>)

**Related Forms, Procedures and References:** Academic Calendars (<https://www.stkate.edu/registrar/academic-calendars/>) | Student Registration Schedules (<https://www.stkate.edu/academics/academic-resources/registrar/registration-schedules/>) | TES (Transfer Evaluation System) (<https://www.stkate.edu/admissions/transfer-admissions/self-service-transfer-tools/>) | Transfer Course Pre-approval (<https://www.stkate.edu/academics/academic-resources/registrar/forms/>) (located on the Office of the Registrar forms page)

**For Questions Contact:** Office of the Registrar | [registrar@stkate.edu](mailto:registrar@stkate.edu)

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## Registration at Other Colleges and Universities - Transferring Courses to St. Catherine University

Students working toward a degree at St. Catherine University who plan to register for courses at other colleges and universities are advised to consult TES (Transfer Evaluation System) ([https://tes.collegesource.com/publicview/TES\\_publicview01.aspx?rid=01505957-091f-40ae-b5a5-33b7cd8d6e3c&aid=c3883888-8a40-4757-b078-f5a7345929ac](https://tes.collegesource.com/publicview/TES_publicview01.aspx?rid=01505957-091f-40ae-b5a5-33b7cd8d6e3c&aid=c3883888-8a40-4757-b078-f5a7345929ac)) to determine how the course will be evaluated for transfer. Students who plan to register for a course not listed in TES are advised to receive prior approval from the Office of the Registrar in order to transfer the coursework to their St. Kate's academic program. The Request for Transfer Course Pre-approval form is available online from the Office of the Registrar Forms (<https://www.stkate.edu/academics/registrar/forms/>) page.

Students must submit a current official transcript written in English to the Office of the Registrar at St. Catherine University from every college or university attended (whether or not credits were earned). Courses eligible for transfer will be added to the St. Catherine University transcript upon receipt of the official transcript.

Students are advised to read the University's residency requirements before considering whether to register for a course at another institution. Residency requirements for the degree (associate (<http://catalog.stkate.edu/undergraduate/progress-toward-degree-graduation/graduation-requirements/>) or bachelor's (<http://catalog.stkate.edu/undergraduate/progress-toward-degree-graduation/graduation-requirements/#baccalaureatedegreeextent>)), as well as for the major (<http://catalog.stkate.edu/undergraduate/progress-toward-degree-graduation/baccalaureate-major-requirements/>) and minor (<http://catalog.stkate.edu/undergraduate/progress-toward-degree-graduation/minor-requirements/>) (if applicable) must be adhered to by all students; exceptions are not made.