

## **ND@SMC Co-Exchange**

### **Instructions for Registering for a Class at Saint Mary's College**

These instructions apply to all full-time Notre Dame students who want to register for Saint Mary's College classes.

**To add a Saint Mary's class – the process varies according to the date on the Academic calendar.**

**Process A: Instructions which apply through the Saint Mary's "Pre-Registration" period**

**Process B: Instructions which apply starting the first day of class at Saint Mary's College and through the 6<sup>th</sup> class day at Notre Dame.**

**Process A: Instructions which apply through the Saint Mary's College "Pre-Registration" period**

*The Saint Mary's "Pre-Registration" period is during the same time frame as the initial dates of Notre Dame's registration, beginning with the first day of Notre Dame senior registration and ending the day after the start of non-degree registration. After the Pre-Registration period, Saint Mary's suspends their registration activity until the first day of class at Saint Mary's.*

However, all of the Saint Mary's classes are listed as "Departmental Approval Required" in Class Search and require the submission of the ND@ SMC Co-Exchange form as described below.

**Step One:** Complete the [ND@SMC Co-Exchange form](#) and submit it online to the Saint Mary's Registrar's Office.

**Step Two:** The Saint Mary's Registrar's Office forwards the intent form to the Saint Mary's department offering the class

**Step Three:** After Saint Mary's College communicates their decision back to the Office of the Registrar at Notre Dame you will receive an e-mail stating one of the following:

- a. You have been approved and Notre Dame has added the class to your schedule.
- b. You have been approved, but there is an issue (ex. time conflicts or exceeding maximum hours) with the attempt to add the class to your schedule.
- c. You have not been approved to take the class.

**Process B: Instructions which apply starting the first day of class at Saint Mary's College and through the 6<sup>th</sup> class day at Notre Dame.**

During this period, all of the Saint Mary's classes are listed as "Departmental Approval Required" in Class Search and require the following procedure:

**Step One:** Go to the Saint Mary's College Registrar Office, 161 LeMans Hall, and obtain a Notre Dame Academic Course Change Form.

**Step Two:** Take the form to the Saint Mary's department offering the class. That department must approve the addition of the class.

**Step Three:** Take the signed form to your Notre Dame departmental advisor and your Dean for their authorization.

**Step Four:** If approved by all of the above, the form will be sent to the Office of the Registrar at Notre Dame for processing.

### **Dropping a Saint Mary's class from you schedule**

Once the Saint Mary's class has been added to your Notre Dame class schedule; the rules, methods, and deadlines for dropping the class are the same as dropping a Notre Dame Class.