

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

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

These instructions apply to all full-time Notre Dame Students who want to register for Saint Mary's 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 "Registration" period**

**Process B: Instructions which apply starting the 7<sup>th</sup> class day at Notre Dame**

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**To drop a Saint Mary's class from your schedule**

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

*The Saint Mary's "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 create a PDF copy. Email the PDF copy to the Saint Mary's Registrar's Office ([registrar@saintmarys.edu](mailto:registrar@saintmarys.edu)). Alternatively, one can print the completed ND@SMC Co-Exchange form and return it via fax (fax: 574-284-4842), mail or in person to the Saint Mary's College Office of the Registrar (161 Le Mans Hall).

**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 communicates their decision to allow or deny the student a seat in the class 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 and through the 7<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's Office, 161 LeMans Hall, and obtain a Notre Dame/SMC Co-Exchange Form. Indicate at the top of the form that you are a Notre Dame student wishing to take a Saint Mary's class. Complete the remaining information required: i.e. NDid#, name, address, etc.
- 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:** Discuss intent to take a Saint Mary's class with your Notre Dame departmental advisor and your academic Dean seeking 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 your schedule**

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

NOTE: After the seventh class day you will need to initiate an [e-Form](#) in order to add or drop a Saint Mary's class.