



# DOMINICAN SCHOOL OF PHILOSOPHY & THEOLOGY

AT THE GRADUATE THEOLOGICAL UNION

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## REGISTRATION GUIDELINES

### **DSPT Registration**

The GTU Registrar will maintain the full catalog of courses offered by GTU member institutions. Each semester, course offerings will be created in Moodle where Faculty will monitor rosters and enter grades.

DSPT students choose courses from the GTU course catalogs. DSPT students register for the desired **DSPT** courses online via **Populi**.

Students must submit a Cross-Registration Form (available online or from the DSPT Registrar) to the DSPT Registrar's Office for all courses offered by another Center or School of the GTU, in which they desire to enroll.

If a course has limited enrollment, Faculty should check the roster in Moodle every Monday, Wednesday, and Friday during the General registration period. When the enrollment cap has been reached Faculty must notify the DSPT Registrar. If the enrollment cap has been exceeded during one of these roster checks, the Faculty may un-enroll the last students via Moodle. Then the Instructor must email the student and copy the DSPT Registrar. Failure to notify the Student and Registrar, in a timely manner, will result in the Instructor having to accommodate all registered students.

For a course that requires Faculty consent, students will be instructed to contact the Faculty member directly. The Instructor may un-enroll any student on the Moodle roster, for whom they have not given permission, at the end of the first week and at the end of the General Registration Period. The Faculty member must then notify the student and the DSPT Registrar immediately.

If permission to take a course from another GTU Center or School is denied, the Instructor will notify DSPT students directly with a copy to the DSPT Registrar. Otherwise, the student's enrollment will be accepted. The DSPT Registrar will add the GTU course number, name, and Faculty to Populi and post the student's enrollment in Populi.

GTU students will register for a DSPT course via their home Center or School, who will enter their names in the course roster in Moodle. The DSPT Faculty will either accept or un-enroll them; in the latter case, the Instructor notifies both the student and the DSPT Registrar immediately, with a short explanation.

The DSPT Registrar will maintain a master roster spreadsheet that will include all students, both DSPT and GTU, both in paper and digital formats.