

# Enrollment | Grad

## Technology at Webster

Webster University offers many technology solutions to support students, faculty and staff. In using technology, students are empowered to be equal partners in their academic success. Here are some examples:

**Connections** is the university's intranet portal, providing centralized access to a variety of services. Connections is integrated with **Office 365** subscription and is designed to provide relevant and timely information within an interactive and community-driven design.

Webster's Microsoft Office 365 subscription gives students, faculty and staff online access to the Microsoft Office applications from nearly any device. Office 365 will provide many productivity and collaboration services to the Webster University community - online hosted email, shared calendaring, additional online storage with OneDrive, Office in the cloud and so much more.

Office 365 also provides important technical tools that Webster Information Technology is adopting, such as user password management and email.

Students are expected to:

- Register their Connections/Office 365 account.
- Regularly check their University email account for official communication from Webster University.
- Regularly check their Connections account for Webster Alerts, Personal Announcements and Campus Announcements.
- Maintain their University email account in working order (including compliance with the University's Acceptable Use Policy and appropriately managing disk space usage).
- Set up 2-Factor Authentication.

The **Student Success Portal**, powered by Starfish, brings the energy of shared technology to students, faculty and staff to enhance communication across Webster's global network. It allows for a collaborative experience to ensure student success is a priority both in and out of the classroom.

For technology support, students can email the IT Service Desk at support@webster.edu or call at 314-246-5995 or toll free at 1-866-435-7270.

For all other IT policies, including the University Email Policy, Acceptable Use Policy, Wireless Network Policy, Data Encryption Policy, and other guidelines, visit: <https://webster.edu/technology/>.

## Registration

Students should work in collaboration with their academic advisor to determine their courses and degree progression. Registration is open three times a year: for the Fall 1 and 2 terms, the Summer term and the Spring 1 and 2 terms. For specific dates, please consult the Academic Calendar.

- New graduate students are required to meet with an academic advisor to review degree requirements, create a degree plan, and coordinate initial registration.
- Current graduate students are encouraged to self-register through the Student Academic Services tab in Connections. Students may also contact an advisor for registration assistance. Some students may be required to see an advisor prior to registration.

- Course registration should be completed prior to the official term start date. For online classes, registration must be complete by the Friday prior to the official term start date. For registrations after the start of the term, refer to the Add/Drop/Withdraw Procedures section below.
- Published course schedules are subject to change.

## Course Load Guidelines

Most graduate courses are 3 credit hours and are offered in 9-week terms (Fall 1 and 2, Spring 1 and 2, and Summer terms) over an 18-week semester. Select programs have courses offered in 8-week terms or 16-week semesters.

Student status is defined as:

- Full-time students are those who enroll in and complete 6 or more credit hours during a 16-week or 18-week semester (Fall or Spring).
- Half-time students are those who enroll in and complete 3-5 credit hours during a 16-week or 18-week semester (Fall or Spring).
- Students are less than half-time if they enroll in and complete fewer than 3 credit hours during a 16-week or 18-week semester (Fall or Spring).

In the Summer session, where one 8- or 9-week term is available, enrolling in and completing 3 credit hours is defined as full-time.

For most graduate students, one of the following options will result in meeting full-time status:

	Semester: 16 or 18- weeks (Fall/ Spring)	First 8- or 9- week term	Second 8- or 9- week term	Total Credit Hours Enrolled
Option 1		One 3- credit course	One 3- credit course	6
Option 2		Two 3- credit courses		6
Option 3			Two 3- credit courses	6
Option 4	Two 3- credit courses			6
Option 5	One 3- credit course		One 3- credit course	6
Option 6	One 3- credit course	One 3- credit course		6

**International Students on F-1 Visas:** International nonimmigrant (F-1) students must be continuously enrolled full time and on-ground, and can choose Options 1, 4, 5, or 6. Option 3 can be chosen if the second term is the student's initial term of

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enrollment. Option 2 can be chosen if the first term is the student's last term of enrollment. Students should consult with their advisor to ensure they meet minimum enrollment requirements. If an international nonimmigrant (F-1) graduate student has otherwise met the full-time on-ground enrollment requirement, they may supplement their enrollment with no more than one online class per term.

**Financial Aid and Loans:** Graduate students should consult with their Financial Aid counselor to ensure they are meeting minimum enrollment requirements for financial aid and/or loan programs.

**Course/Credit Hour Overload:** A student must receive written authorization to enroll in more than 6 credit hours per term or more than 12 credit hours per semester. Authorization is waived if the following courses are taken with two 3-credit hour courses in one term:

- COUN 6100/COUN 6200 Counseling Learning Practicum (1.5 hours)
- Any 5500 course offered as a 1-credit hour course

Students may request permission from their academic advisor for a credit hour overload using the following criteria:

- Students have successfully completed 12 hours toward their degree program.
- Students have demonstrated academic success in full-time graduate coursework. Success is defined by earning grades of B or better in both courses in the term.
- Students are in good academic standing.
- Students are not in their final term.

### Reductions/Adjustment in Full-Time Student Status:

Under the Americans with Disabilities Act (ADA), students with disabilities may be approved for an adjustment in full-time student load. Requests for a reduced load for students in the St. Louis area or students pursuing online degrees are made to the Academic ADA Coordinator in the Reeg Academic Resource Center. Students attending campuses or sites outside the St. Louis area should contact their site directors or staff designees for these and other ADA requests.

**Student Athletes:** All student athletes have academic requirements they must meet in order to be eligible for competition at Webster University. For specific requirements, refer to the Student-Athlete Handbook.

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## Requisite Introductory Course

Most graduate programs have a requisite introductory course typically numbered 5000. The introductory course is mandatory if the student has no academic experience in the area and must be completed prior to enrolling in other required courses in the program.

If students can demonstrate academic proficiency, a request for a waiver of the introductory requisite course may be made to the academic advisor who will seek approval. Students who are granted a waiver of the introductory requisite course in the declared major may not enroll in that course for elective credit after the initial term. A waiver does not change the credit hours required for completion of the degree.

When students select an elective course in another major, the student should enroll in the introductory requisite course if they do not have the academic background.

A maximum of three introductory requisite courses outside a student's declared major(s) may be applied as elective credit toward that graduate degree program.

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## Professional Seminars

Professional seminars are 1-credit-hour courses typically numbered as 5500 courses that examine contemporary issues. Courses may be repeated for credit if content differs. Students are limited to a total of three credit hours of professional seminars.

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## Final Capstone Course

Most graduate majors have a required culminating course or experience, which demonstrates mastery in the area of study. These culminating experiences may be called a capstone course, thesis, or project and are typically listed at the 6000 level. A thesis or project, where allowed or required, may meet requirements for the capstone course. Students should consult with an academic advisor to understand their options.

Core courses in the declared major must be completed prior to the student's enrollment in a capstone, integrated studies course, thesis or project.

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## Graduate Level Courses

Courses numbered 5000 and above are graduate-level courses. With prior approval, a maximum of 6 credit hours of 4000 courses (with a B- or better) from Webster University can be applied to a graduate degree.

An upper-division undergraduate student may enroll in graduate courses with written permission of an advisor.

Undergraduate students who take 4000-level or 5000-level courses to complete an undergraduate degree may not apply these courses to meet credit-hour requirements for a graduate degree, except in approved combined or joint degree programs.

Undergraduate students taking graduate level courses are subject to graduate academic policy including transfer of credit, and academic warning, probation and dismissal.

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## Add/Drop/Withdraw Procedures

**ADD:** Students may add a course up to the day of the first meeting of the class through their Connections account or with their academic advisor. If an exception is being requested to add a course after the first course meeting, the student must seek permission of the instructor in consultation with an academic advisor. If approved, the academic advisor will process the registration.

For online courses, students may add a course up to the Friday prior to the first day of classes through their Connections account or with their academic advisor. If an exception is being requested to add a course during the first week, the student must contact the Online Learning Center for instructor approval. If approved, the Online Learning Center will process the registration.

**DROP:** Students may drop a course through Friday of the first week of an eight-week, nine-week or semester course. Students may drop online through their Connections account or may contact an academic advisor. Informing the course instructor is

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not sufficient notice for dropping a course. Non-standard courses may follow a variable drop schedule; contact an academic advisor. The University reserves the right to drop students who do not attend class the first week of the term/semester. Students who do not log into their online class prior to the drop deadline will be dropped from the course.

**CHANGING SECTIONS:** To change from one section of a course to another section of the same class, students must drop and add the courses during the drop/add period. Changing a section without following these procedures may result in no credit being awarded and potential probation or dismissal.

**WITHDRAW:** Students may withdraw from a course through Friday of the sixth week of an eight-week or nine-week course or through Friday of the twelfth week of a semester course. Students may withdraw online through their Connections account or may contact an academic advisor. A grade of W will be recorded for the course on the academic record and transcript. Informing the course instructor is not sufficient notice to withdraw from a course, and may result in a WF, and is subject to standard academic policies.

Withdrawals are not allowed after the sixth week of an eight-week or nine-week course or after the twelfth week of a semester course unless there are documented extenuating circumstances. Students should meet with their academic advisor to initiate a review. Late withdrawals are not approved for poor academic performance. Military Students who are issued orders to “perform a period of service” that precludes them from being able to successfully complete the course, may initiate a withdrawal by consulting with their Advisor and submitting a copy of their military orders via the Tuition Appeal Request form. In compliance with Public Law 117-328, any tuition and fees paid for the affected course will be refunded to the appropriate party and non-punitive grade of W (Withdraw) will be assessed.

For information on our refund policy following withdrawals, please see the Tuition, Fees and Refunds section of this catalog.

**WAITLIST:** The university utilizes a waitlist system. The waitlist does not guarantee registration. Students should talk with their advisor to confirm registration.

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## Term and Class Schedule

The graduate academic calendar consists of five 8-week or 9-week terms per year: Summer, Fall 1, Fall 2, Spring 1, and Spring 2. Programs in the Walker School of Business & Technology, the School of Communications, College of Humanities and Social Sciences and the College of Science and Health (with the exception of the MSN), follow the 9-week term calendar. Programs in the School of Education and the Leigh Gerdine College of Fine Arts, as well as the MSN program, follow the 8-week term calendar. Terms at international campuses and some U.S. locations may vary. Some graduate courses may be offered on alternative schedules. Consult the academic calendar and course schedules or details.

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## Course Attendance

Students are expected to actively participate in all of their scheduled class sessions and complete all coursework according to the course syllabus. Students who must be absent or miss coursework for any reason, such as medical issues, personal/professional circumstance, or military students who receive temporary, short-term, long-term or remote assignments, must

consult with their instructor to ensure they can meet course learning requirements.

With faculty approval and support, students may make up work for up to 2 class meetings of an 8- or 9-week course. In extraordinary circumstances, students may be eligible for an Incomplete grade. For more information, please see the Incomplete Process under the Academic Policies section of this catalog.

Students must also meet with their academic advisor to best understand options within their program of study. Students are encouraged to complete their courses, but dropping a course or seeking a withdrawal may be in the best interest of the student. For information on the tuition refund policies following drops and/or withdrawals, please see the Tuition, Fees and Refunds section of this catalog.

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## Advancement to Candidacy

Advancement to Candidacy signifies that a student has completed certain academic requirements and is ready to move forward to the next stages of his or her degree program. Advancement to Candidacy varies by degree program. The degree program page list specific requirements.