

MU-MCW Joint Biomedical Engineering Department Registering for a Continuation Course (Addendum)

In response to recent changes made in the Continuation Course Registration process and retirement of the previously used PDF forms, the following detailed instructions are provided for student and departmental reference.

To register for a continuation course, students are instructed to:

- Determine the number of hours per week their desired status requires.
- Request a permission number for the appropriate course from their department.
- Register for the course on CheckMarq during the standard registration period.
 - End dates are listed on the Academic Calendar under the “Add, swap, drop or register deadline” dropdown.
 - Enrollment information may not be accurate if the student is not registered by the deadline to Add/Drop and may affect requests for information provided through the Office of the Registrar (such as enrollment verification requests from lending institutions, insurance companies, etc.).

Once enrollment occurs students will automatically receive an email that is generated by CheckMarq noting in which continuous enrollment course they are enrolled and indicating the general expectations of the course (i.e., for Dissertation Continuation Full-Time, the student is expected to work 20+ hours per week on their dissertation).

If a student becomes unable to work the predetermined number of hours, the student must notify their department so that their status may be updated to appropriately reflect the work being completed.

Departments are responsible for:

- Providing permission numbers to students as appropriate.
- Ensuring that whomever is directly monitoring a student’s activity has a section of the needed course assigned to them.
- Ensuring that the correct courses that the student will need are built (i.e., a student may need a Thesis Continuation Half-Time course, and if that course does not exist, the department will need to have it built per standard OTR processes).
- Ensuring that the Instructor of Record monitors the hours that students are completing toward the enrollment status assigned and that, if the status changes, the instructor notifies the Graduate School immediately (gradrecords@marquette.edu).
- Assigning an appropriate grade to each student at the end of the term.

Common issues include:

- **Hold on Student Records.** Having a hold on student records prevents enrollment. When this occurs, the student should consult their Student Center, which provides specific information for holds that should be referenced. The hold will include information regarding which office to contact to resolve.
- **Instructor not assigned to Section.** Instructors must be assigned to the section when the course is built. If no instructor is assigned, then there is no one to assign the grade at the end of the term, which will impact whether a student is able to graduate.
- **Insufficient Number of Seats in Course.** To avoid rushing to add seats as the registration deadline approaches, have more openings for the course than a department thinks will be needed.

Since this process relies on systems for enrollment that already exist within CheckMarq—systems that you are already familiar using—it is our hope that this new process will be a welcome efficiency.

For questions regarding the Continuation Course Enrollment process, please contact GradRecords@marquette.edu.