

### St. Thomas University Policy on UNB Courses

As a matter of policy, **FULL-TIME** St. Thomas University students (**9 credit hours a semester at STU**) may register in a maximum of **TWO** UNB courses per semester with the approval of the Department Chair and Registrar. This approval is not automatic and is given at the discretion of the Registrar. UNB also reserves the right to limit enrollment and final registration is determined through their Registrar's Office.

Forms will not be processed without the approval of the appropriate Department Chair or without the student's signature. UNB courses with no equivalent STU department (eg. Sciences, Classics, Russian, etc.) can be approved by an Academic Advisor.

STU students taking UNB courses are reminded to follow STU's Add and Drop dates. These dates may be different from the UNB Add and Drop dates. All changes to your registration in UNB courses must be approved by the Registrar's Office. Please review the UNB course descriptions found in the current UNB Calendar to ensure you have met all requirements, prerequisites, etc.

*Please note: Applications will not be processed without correct Department, course number, section and title.*

Please email completed forms to: [registraroffice@stu.ca](mailto:registraroffice@stu.ca) for your request to be processed.

<b>STU ID #:</b>	
<b>Last Name:</b>	
<b>First &amp; Middle Name:</b>	
<b>Date of Birth (YYYY/MM/DD):</b>	
<b>STU Email:</b>	
<b>Current Street Address: (city, province, postal code, country)</b>	

### FALL SEMESTER (September-December)

Department (Eg.BIOL)	Course Number & Section (Eg.1001 FRO1A Online- FRL)	Course Title	Action: Select one Add or Drop	STU Department Chair Approval (emailed or signature)

### WINTER SEMESTER (January-April)

Department (Eg.BIOL)	Course Number & Section (Eg.1001 FRO1A Online- FRL)	Course Title	Action: Select one Add or Drop	STU Department Chair Approval (emailed or signature)

Signature:

Date: