Princeton Seminary students may take courses at Princeton University (See, Princeton University Course Offerings) under an inter-institutional arrangement. Courses taken under this arrangement may be credited toward a Seminary degree provided that they are appropriate to the character and level of the student’s program. Except under the most unusual circumstances, a Seminary student is limited to one course during any semester and the total number of courses that may be applied to a degree at the Seminary also is limited. MDiv students are limited to a total of four courses. Entering MDiv and MA juniors are not permitted to take University courses during their first semester. Please be aware that the Seminary’s academic calendar and the University’s academic calendar are not identical.

**PLEASE NOTE: Seminary students may register beginning Monday, May 7, 2012. All University students must register for courses first.

PhD students, see regulations below.

How to Register

**Step 1 Request approval**
Students email a request to the Registrar at registrar@ptsem.edu. Please include in your request, the PU course, title, and course number. MDiv, Dual or MA students should include a short explanation as to how the University course contributes to your degree. If you are a ThM or PhD student, you should consult with your faculty adviser regarding taking a University course.

**Step 2 After you have received the above approval**
Pick up an inter-institutional form from Emmy Rivera-Hendricks in the Registrar’s Office. You must then get the PU instructor’s approval.

**Step 3 After you receive approval from the PU course instructor**
Take your form to the PU Registrar Office for signed approval.

**Step 4 After you receive signed approved from the PU Registrar**
Return the copy of the processed registration form to the PTS Registrar’s Office. You are not registered for the course, until approved by both the PU and PTS Registrars.

**Step 5 Please review** your registration online to make sure that you are registered properly! If you notice any problem, please email registrar@ptsem.edu.

**Please note the following policies and restrictions!**

1. All matters concerning academic procedures for Seminary students enrolled in University courses are governed by the current Handbook. This includes the matter of extensions for work after term time. See Section 3.9.3 Beyond Term Time Extensions.
PTS students may not accept a University’s professor’s offer to grant extensions beyond term time, without approval from the Associate Dean for Curricular.

2. Audits are not permitted for any courses by MDiv, ThM or PhD students.

3. PU courses do not fulfill degree distribution requirements but, upon approval, do receive elective credit towards the degree.

4. Online registration for PU courses is not available.

5. Courses are to be taken for a letter grade (no audits are permitted).

6. Courses are to be taken at the graduate level (500 level), with the exception of language courses. All courses below 500 are undergraduate courses. It is possible to take an undergraduate course, but additional work is required in order for it to satisfy graduate level credit.

7. Credit for modern language will not count towards masters’ level degree requirements. The grade will show on your transcript but it will not factor into the GPA.

8. PTS students are accepted by the PU registrar only after all PU students have had an opportunity to enroll. (PTS students may begin registering for fall semester courses on Monday, May 7, 2012.) PTS students are rarely accepted into PU courses with restricted or limited enrollment. Admission to a course is controlled by the PU Registrar, not by the instructor of the course.

9. Entering juniors are not permitted to take PU courses during their first semester.

If you have questions or concerns, please email registrar@ptsem.edu.

**PhD Students Enrolling at Princeton University**

The Seminary’s inter-institutional agreement with Princeton University allows doctoral students from either school to take regularly scheduled doctoral seminars at either institution. Seminary students are encouraged to take advantage of this arrangement in consultation with their residence committee and the Princeton University faculty. Auditing a course is not permitted!

Each department has its own guidelines and requirements for doctoral seminars, which may be more restrictive than the following general guidelines:

Students may take up to half of their doctoral seminars (languages excluded) from Princeton University. For exceptional circumstances, petitions to do more than half of coursework at the University must be supported by the student’s residence committee and submitted to the PhD Studies Committee for final approval.

Normally, a student may register for only one Princeton University course per semester. For exceptional circumstances, petitions to register for more than one University course
in any given semester must be supported by the student’s residence committee and submitted to the PhD Studies Committee for final approval.

Special courses (independent studies, reading courses) may be undertaken only with Faculty of Princeton Theological Seminary.