Cross-Registration for Princeton University Courses  
Spring 2010

Princeton Seminary students may take courses at Princeton University 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.)

Notice for graduating seniors for PU courses, Spring 2010
Seniors who plan to graduate this spring will not be permitted to enroll in Princeton University spring courses if credit from those courses is required for graduation.

Steps to Register
**Step 1 Request approval from your advisor**
ThM., MA and PhD students, please contact your advisor.
MDiv and MATS students should email a request to the Registrar at registrar@ptsem.edu Please include in your request, the PU course, title, and course number and a short explanation as to how this course contributes to your current degree

**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 beginning January 4, 2010.

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

Please note the following policies and restrictions
1. PU courses do not fulfill degree distribution requirements but, upon an advisor’s approval, do receive elective credit towards the degree.
2. Online registration for PU courses is not available.
3. Courses must be taken for a letter grade (no audits are permitted).
4. Course must be at graduate level courses (500 level). 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.
5. Credit for modern language will not count towards masters’ level degree requirements. However, the grade will show on your transcript.
6. PTS students are accepted by the PU registrar only after all PU students have had an opportunity to enroll. 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.)
7. Entering juniors are not permitted to take PU courses during their first semester.

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