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

Enrollment | Grad

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 an online class.

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.

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.

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.

Final Capstone Course

Most graduate majors have a required culminating course or experience, which demonstrates mastery in his/her area of study. These culminating experiences may be called a capstone course, but could also be referred to as an integrated studies 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.

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 his or her 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,ng g0Ftion ind adisissial

Enrollment | Grad

not sufficient notice for dropping a course. Non-standard courses