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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 onground, 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

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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 no more than one online class per term.

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

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