



How to register for a course at Saint Mary's University A guide for AST students (2023)

Step 1

Look through the Saint Mary's University course catalogue and choose the course you are interested in. The catalogue is online: www.smu.ca

OR – Contact your Faculty Advisor to discuss options.

Step 2

Consult with your AST faculty advisor about how this course will fit into your program and fulfill your degree requirements. *This is a key step – don't skip it!*

Step 3

If the course is not offered at a graduate level, ask the SMU instructor if they are willing to upgrade it for you, so that it can count as a graduate credit.

Step 4

Register for the course by filling out a Course Indicator Form, which can be found on the *Students* page of the AST website. Save the form to your computer, then email it to the AST Registrar. *Ensure that you indicate carefully that this is an SMU course.* registrar@astheology.ns.ca

Step 5

Pay the AST Business Office the tuition and fees owing.
E-transfer is preferred: businessoffice@astheology.ns.ca

Step 6

Attend and engage the opportunities offered by the course.

Step 7

Your final grade will be transferred from SMU to AST and will appear on your AST transcript.

**If you have questions,
contact your faculty advisor or the AST Registrar.**