# INSTRUCTIONS FOR NON-DEGREE STUDENTS



# **ACADEMIC REGULATIONS**

Non-Degree students must meet all academic regulations established by the university and undergraduate college in which enrolled. Non-Degree students are limited to 7 credits per semester. For a complete list of Non-Degree Student Academic Regulations, refer to the Academic Regulations section of the *Undergraduate Bulletin* at **marquette.edu/bulletin**. Information for Non-Degree Students can be found in this section.

Non-Degree students who wish to change their status to become a degree-seeking undergraduate student (part time or full time), must submit an Application for Undergraduate Admission, available at **marquette.edu/explore**. To complete this application all required academic credentials (high school transcripts and official college transcripts from all colleges attended) must be submitted to the Undergraduate Admissions Office for formal admission review (see mailing address below). Questions can be directed to the Undergraduate Admissions Office at (414) 288-7302.

#### **COURSE REGISTRATION INFORMATION**

CheckMarq is Marquette University's online student information system. Among many other things, you will use CheckMarq to view the schedule of classes and access online course registration. Listed below are resources and websites that will provide you with access to your next steps toward course registration.

- Access to CheckMarq: Your personal CheckMarq login access information is provided in your admission letter. If you need your login access information reissued, please contact our Information Technology Help Desk at 414-288-7799.
- CheckMarq: checkmarq.mu.edu
- Class Schedule and Online Course Registration Instructions: marquette.edu/mucentral
- Emarq: **emarq.mu.edu** Marquette student email account. Your Checkmarq username and password serves as your login. Official Marquette University information is sent to your Emarq account.

### ACADEMIC ADVISING ASSISTANCE / COURSE PLANNING / COLLEGE TRANSCRIPTS

Should you require assistance with course planning please first contact us at admissions-transfer@marquette.edu or 414-288-7302. In some cases, we may need to connect you with the academic dean's office of the college the course is offered.

If you are attending Marquette **to complete pre-requisite courses for graduate/professional school,** please plan to provide a copy (an unofficial copy will suffice) of your undergraduate transcript(s) to your college advisor to ensure correct course planning.

## STUDENT SERVICE RESOURCES

For information on parking, tuition payment options, health services, the university bookstore, student organizations and many other student service resources, visit the Current Students site at **marquette.edu/cur\_students**.