

Cross-registration Guide

Schedules for Saint Louis University courses can be found on banner.slu.edu or myslu.slu.edu.

The Eden schedule can be found on their website: www.eden.edu (typically under the 'Campus Resources' section).

If a student chooses to cross-register at Saint Louis University or Eden Theological Seminary, they must first discuss the option with their academic advisor to ensure that the course will be a worthwhile addition to a student's program or (in some cases) if the course is acceptable to fulfil degree requirements.

Once the student has permission to cross-register, they may log in to Populi and click on the 'Registration' tab. Next, choose the appropriate semester and look for the appropriate course registration shell.

The screenshot shows the Populi web interface for the Aquinas Institute of Theology. The user is logged in as Testy McTesterson. The 'Registration' tab is selected, and the semester is set to Spring 2019 2018-2019. The 'Selected Courses' section shows 'No courses selected.' The 'Courses Offered' section lists several courses with their respective times and credits.

Enroll / Audit	Show	Department
Courses to enroll in	Available courses with no conflicts	All
	BIBD50201-1: Biblical Interpretation 1:00pm-3:30pm WE Enroll: ✓ Audit: ✓ Openings: ∞ Credits: 3.00	Jay Harrington
	BIBD50601-1: Torah/Pentateuch 6:45pm-9:15pm WE Enroll: ✓ Audit: ✓ Openings: ∞ Credits: 3.00	
	D. Min. 18 BIBD601-18: Biblical Hermeneutics and Preaching Enroll: ✓ Audit: ✓ Openings: ∞ Credits: 3.00	Sr. Maribeth Howell, OP
	CDSD50001-1: Proseminar 8:45am-11:10am TU Enroll: ✓ Audit: ✓ Openings: ∞ Credits: 3.00	
	CDSD55001-1: Integrative Seminar 1:00pm-2:40pm TU Enroll: ✓ Audit: ✓ Openings: ∞ Credits: 1.00	Sr. Sara Fairbanks, OP

For courses at Eden or Saint Louis University: there is a cross-registration shell course. This course will help with the registration and billing process. Once a student is fully registered at both institutions, the Registrar's Office will update the transcript with the correct information.

N.B. some SLU courses (usually philosophy courses required by the Dominican ratio) will be also be listed separately. Students should register for those courses directly and do not need to register in the cross-registration shell course in those cases. The cross registration form *is* still required.

To register in the course shell, click the green plus sign to the left of the course. Be sure to click 'save' after adding this (or any) courses.

Once registered for the course, open the class page to find the cross-registration form. Click on the course name on the 'Registration' tab, or on the 'Student' tab, or from the 'Home' tab (in Populi there are always several ways to navigate to the information needed).

The screenshot shows a list of courses with the following details:

		8:45am-11:15am TH Enroll: ✓ Audit: ✓ Openings: ∞ Credits: 3.00	Carmen Mele
		PHIL40601-1: History of Modern Philosophy 9:00am-9:50am MO, WE, FR Enroll: ✓ Audit: ✓ Openings: ∞ Credits: 3.00	SLU Staff [Instructor]
		PHIL41201-1: Thomistic Epistemology 12:45pm-2:00pm TU, TH Enroll: ✓ Audit: ✓ Openings: ∞ Credits: 3.00	SLU Staff [Instructor]
		PHLD51001-1: Prima Pars: God Creation in TA 1:00pm-3:30pm TH Enroll: ✓ Audit: ✓ Openings: ∞ Credits: 3.00	Elisabeth Kincaid
		PSTD53301-1: Foundations of Spirituality Enroll: ✓ Audit: ✓ Openings: ∞ Credits: 3.00	Carolyn Wright
		PSTD53701-1: Foundations of Pastoral Counseling 6:45pm-9:15pm TH Enroll: ✓ Audit: ✓ Openings: ∞ Credits: 3.00	Hsin-Hsin Huang
		SLUX500-1: SLU Cross Registration Enroll: ✓ Audit: ✓ Openings: ∞ Credits: 3.00	SLU Staff [Instructor]
		STHD50301-1: Intro Theo & Method 3:45pm-6:15pm MO Enroll: ✓ Audit: ✓ Openings: ∞ Credits: 3.00	Carla Mae Streeter

Red arrows point from the text above to the green plus signs and the course name 'SLUX500-1: SLU Cross Registration' in the table. The course name is circled in red.

Once open, the course Info page should appear (as seen below). On the right hand side is a link to the cross-registration form. It is important that the document is saved to the computer (on the desktop is fine). It is highly preferred that the file is opened in Adobe Reader for the best results.

College Management Files Calendar Bookstore Library Testy McTesterson Help

Aquinas Institute of Theology

Home My Profile My Courses Search

SLUX500: SLU Cross Registration

Information

Term	Spring 2019 2018-2019
Course	SLUX500
Start/End	Jan 15, 2019 - May 10, 2019
Add/Drop	Jan 29, 2019 12:00am
Name	SLU Cross Registration
Section	1
Description	Placeholder for SLU cross registered courses. Please register for this course in Populi AND submit the Cross Registration Form found under 'Links' to the Registrar's Office.
Delivery Method	On Campus
Pass/Fail	No
Credits	3.00
Hours	0.00
Fulfills Program Requirements	Yes

Links

- o [Cross Registration Form](#)

Links

spring 2019

SLUX500

Jan 15, 2019

Jan 29, 2019

SLU Cross

L

Placeholder

Please reg

the Cross R

the Registr

On Campus

Opening registering_at_other_schools2.pdf

You have chosen to open:

registering_at_other_schools2.pdf
which is: Adobe Acrobat Document (80.7 KB)
from: https://www.ai.edu

What should Firefox do with this file?

Open with Adobe Acrobat DC (default)

Save File

Do this automatically for files like this from now on.

OK Cancel

Next, complete the document, then save again before submission. Most of the information necessary to complete the form can be found at myslu.slu.edu or banner.slu.edu. A student's banner id number can be found on the 'Student' tab (in Populi) on the right hand side of the screen.

Attach the saved file to an email and mail to forms@ai.edu for submission.

Students who cross-register at Eden will receive an email confirmation (and other logistic information) from Eden's Registrar.

Students who register at SLU will see that they have been successfully registered by logging on to myslu.slu.edu.

Cross Registration Form

Aquinas Institute of Theology students wishing to register at Saint Louis University

Name	<input type="text"/>	Banner ID	<input type="text"/>
Term	<input type="text"/>	Year	<input type="text"/>
Course Name <small>(exactly as listed)</small>	<input type="text"/>		
Course Number <small>(subject-number-section)</small>	<input type="text"/>	CRN <small>(5 digit number)</small>	<input type="text"/>
Meeting (days)	<input type="text"/>	Meeting Times	<input type="text"/>
Professor	<input type="text"/>	Credit Hours	<input type="text"/>
