

Registration

Dual Career Registration

Students are permitted to register for classes according to their classification level with the university. However, there are instances when a graduate student may need to enroll in undergraduate courses as per-requisite preparation for a graduate program of study. In addition, on a limited basis, permission may be granted for an undergraduate student to take graduate level courses.

1. Graduate students who need to enroll in undergraduate coursework must follow the procedure below that most closely matches their academic intent. Students will complete and submit the Dual Career Registration (<https://www.ndsu.edu/sites/default/files/onestop/Forms/dualugcourses.pdf>) form for the following situations:
 - Undergraduate coursework is a prerequisite or condition of admission to a graduate program of study. Approval is granted by the Graduate School. The student will enroll for these courses on an undergraduate academic record and billing will be at the undergraduate rate.
 - A graduate student would like to take undergraduate coursework at the same time they are enrolled in graduate courses either as a non-degree seeking student or for an undergraduate program of study. For an undergraduate program of study, the student must submit either an Undergraduate Application for Admission (https://www.ndsu.edu/admission/admission_information/application/) (if never enrolled as an undergraduate at NDSU) to the Office of Admission or an Undergraduate Reactivation Form (<https://www.ndsu.edu/onestop/undergraduate-reactivationpetition-readmission/>) (if previously enrolled as an undergraduate at NDSU) to the Office of Registration and Records. The student will enroll in the undergraduate coursework on an undergraduate academic record and be billed at the undergraduate rate. Graduate tuition waivers will not cover undergraduate coursework. (Not for accelerated program. See #2 for approved accelerated programs)
 - On a limited basis and only with permission, undergraduate coursework may be applied to a graduate program of study (select programs only). Students must obtain approval from the Graduate School. The undergraduate coursework will appear on a graduate academic record and be billed at the graduate rate.
2. Undergraduate students who wish to enroll in graduate coursework must make application to the Graduate School and be admitted to take graduate level courses.
 - Applies to undergraduate students who have been approved for an accelerated program of study. Students must make formal application to the Graduate School and be accepted into an approved graduate program of study concurrently with an approved undergraduate program of study. Students enroll in graduate level coursework on a graduate academic record and are billed at the graduate rate. No more than 15 credits of graduate level coursework can be applied to an undergraduate program of study. Specific coursework is to be identified on the Accelerated Declaration form submitted to the Graduate School with the Graduate School application. The credit for the graduate courses is applied as transfer credit onto the undergraduate record to satisfy predetermined undergraduate major program of study requirements.