

Where PhD students can find classes outside of GETS

The **Association of Chicago Theological Schools (ACTS)** are twelve theological schools located in the Chicago area that provide cross-registration.

Their website is: <http://www.actschicago.org/>

Northwestern University, one can find NU courses by searching CAESAR:

<http://www.registrar.northwestern.edu>

If you cannot find the course you're seeking there, please search the department's website you wish to take the course from.

Okay. I found an ACTS course I want to take.

Complete: ACTS PhD Cross Registration form

Can you try to take this class as an independent study with a GETS, NU, or ACTS instructor?

No

Speak with your advisor to help you seek out other alternatives.

Yes

Complete: PhD Independent Study with Non-GETS Prof.

I can't find the class I want to take at an ACTS school or at NU.

Can you find this course offered somewhere else?

No

Yes

Complete: PhD Off - Campus Course Petition

Okay. I found the NU course I want to take.

Contact the department and / or the instructor of the course you wish to take. Ask for a permission to join the class. Then obtain a permission number to secure your seat in the class.

Complete: NU Course Request, NU Grade Release and NU Personal Information forms.

Go to : http://mygets.garrett.edu/ICS/Student/Student_Forms/

fill out the appropriate cross registration forms and return the forms to the GETS Registrar's office.

How does financing outside courses work?

Are you taking an ACTS or NU course?

No

Yes

Is this course for a research tool?

No

Yes

Complete: Intention to Fulfill Research Tools form

Your GETS student account will be charged the same rate as any comparable class at Garrett.

You'll pay tuition at the secondary school. Then bring an invoice for the course to the director of financial aid. We will reimburse you the percent of your scholarship at Garrett.