

# Carleton-St. Olaf Inter-Registration Form

Please read the policies and procedures on page two of this form before completing the form.

Submit completed form back to your home institution's Registrar's Office. Registration will depend on course seat availability and hosting institution Registrar approval. You will be notified of registration approvals and confirmations from your home institution.

ID \_\_\_\_\_ Name \_\_\_\_\_ Class Year \_\_\_\_\_

Reason for inter-registration request: \_\_\_\_\_

## Inter-Registration Course Information

| Term/Year | Department | Course Title | Course Number | Section | Credit |
|-----------|------------|--------------|---------------|---------|--------|
|           |            |              |               |         |        |

Hosting Instructor Name: \_\_\_\_\_

Hosting Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If the hosting instructor has granted you permission to add the hosting school's course via email, please make sure that the permission is clear, was sourced from their college email account, and is printed and attached to this form.

**Required Signatures** *Signatures on this form indicate approval by the signer.*

Adviser Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Inter-Registration Process Information

**Registration Priority:** Degree seeking students at their home institution receive priority registration over any non-degree seeking student. Students wishing to register as a visiting student through inter-registration may register as soon as the day after all degree seeking students have the opportunity to register, and as late as the final day of the hosting institutions drop/add date.

### To ADD an Inter-Registration Course:

- Contact the hosting institution's course instructor to inquire about registration in their course via email. If the instructor agrees to allow you to add the course, print the email confirmation (must come from their institution email account and be displayed in the printed email), or obtain the instructor's signature on this form.
- Submit the completed form to your home institution's Registrar's Office by the hosting institution's registration add deadline. ([Carleton add deadline information](#)) ([St. Olaf add deadline information](#))
- Your home institution's Registrar's Office will contact the hosting institution's Registrar's Office indicating approval or denial. You will be notified of the decision via email.

### To DROP an Inter-Registration Course:

- To drop or late drop an inter-registered course at St. Olaf email [registrar@stolaf.edu](mailto:registrar@stolaf.edu) and [registrar@carleton.edu](mailto:registrar@carleton.edu) to request the drop/late drop.
- Your home and the hosting institution will communicate to confirm the drop/late drop from the course, and notify you when the drop/late drop has been processed.

### **Inter-Registration Policies for Carleton students taking a course at St. Olaf**

- Carleton students registering for these courses should observe the St. Olaf drop/add deadlines published on the St. Olaf Registrar's website and note that they are subject to a fee for late or incorrect inter-registrations.
- A maximum of one course per semester may be taken at St. Olaf when an equivalent course is not offered at Carleton.
- Inter-registration at St. Olaf is limited to only current full-time, on-campus, degree-seeking Carleton students. Carleton students may not register in Carleton/St. Olaf inter-registration while on a leave of absence.
- St. Olaf credits count toward the total credit load for the term and grades obtained are used in the calculation of grade point averages.
- The following is not allowed in within the inter-registration agreement with St. Olaf, and Carleton Inter-registration policies:
  - Carleton students may not register for a St. Olaf interim or summer course.
  - Independent study is not an option under the inter-registration agreement.
  - Carleton students may not register for a PE course at St. Olaf.
  - Carleton students may not audit a St. Olaf course.
- Fall Term courses at St. Olaf will earn 6 Carleton credits. Winter/Spring Term courses at St. Olaf will earn 2 Carleton credits for winter and 4 Carleton credits for spring.
- It is the student's responsibility to know and follow the drop/add deadlines of their home and the hosting institution.