

ST. OLAF COLLEGE STUDENT REQUEST FOR CARLETON/ST. OLAF INTER-REGISTRATION

- **PLEASE NOTE:** You must obtain the signature of the Carleton Registrar before considering an inter-registration with Carleton. Full-time Carleton students on wait lists at Carleton always receive priority over any St. Olaf inter-registration.
- **PLEASE READ GUIDELINES ON BACK BEFORE COMPLETING THIS FORM**

STUDENT NAME _____
(please print)

STUDENT NUMBER _____

STUDENT SS# _____

Academic Term and Year _____

I request permission to register for the following Carleton course:

Department _____ Course Number _____ Section _____ Graded _____ S/U _____

Title _____ Carleton Credit _____ (One term credit = 0 St. Olaf credit, 2 term credits = .25 St. Olaf credit, 3 or 4 term credits = .50 St. Olaf credit, 5 term credits = .75 St. Olaf credit, and 6 term credits = 1.00 St. Olaf credit)

Are you requesting that the course fulfill a St. Olaf G.E.? Yes No Which one? _____
(If requesting course to fulfill G.E. please submit course description and syllabus.)

Reason for requesting inter-registration: _____

Student's Signature _____ **Date** _____

Permission is granted for the above student to complete the course listed above at Carleton College under the Carleton-St. Olaf inter-registration agreement.

Carleton Registrar's Signature _____ **Date** _____

The Carleton instructor may be approached for permission to enroll in a Carleton course, only after obtaining the signature of the Carleton Registrar.

Carleton Instructor's Signature _____ **Date** _____
To: Registrar, Carleton College

Permission is granted for the above student to complete a course at Carleton College under the Carleton-St. Olaf inter-registration agreement.

St. Olaf Registrar's Signature _____ **Date** _____

- *See policies regulating inter-registration for a Carleton course outlined on the back of this form.*

Dates:

Received from Carleton
or St. Olaf student _____

Registration Entered _____

Copy sent to Carleton _____

POLICY REGULATING INTER-REGISTRATION FOR A CARLETON COURSE

1. Inter-registration at Carleton is limited to full-time, degree-seeking St. Olaf students. Neither part-time students nor any category of special (continuing education students, staff spouses, etc.) may participate in the inter-registration arrangement.
2. Registration at Carleton is limited to one course per term.
3. Independent Study/Independent Research is not allowed through Carleton.
4. Four terms of a foreign language are required through Carleton to fulfill the St. Olaf foreign language requirement.
5. A Carleton P.E. course earns no credit toward the total number of credits at St. Olaf but does count toward the Physical Activity requirement (PHA) at St. Olaf.
6. The policy for 1 credit Carleton courses is 0 credit for the first 1 credit course and .25 St. Olaf credit for an additional 1 Carleton credit course within the same department.
7. Registration at Carleton for Winter Term is a full load. A student may not register for a St. Olaf Interim course simultaneously.
8. St. Olaf students may not audit a Carleton course.
9. Registration for a Carleton course will not be approved if the same course is available on the St. Olaf campus.
10. Grades from courses taken at Carleton are entered and calculated in the St. Olaf GPA.

ST. OLAF/CARLETON INTER-REGISTRATION PROCEDURES

To ADD a Carleton course:

1. Forms must be filled out each term. (Example: Japanese I & II, taken in sequence.)
2. Pick up an application at the Registrar's Window at St. Olaf.
3. Please do not obtain Carleton instructor signatures prior to the first day of class for FALL term.
Carleton courses can be added after Carleton students have registered for WINTER & SPRING terms ONLY.
4. Obtain the signature of the Carleton Registrar.
5. Obtain signature of the Carleton instructor. If the instructor for a course has not been determined, a signature of the Department Chair may be substituted. Students should telephone ahead and make an appointment to visit a Carleton professor to discuss enrollment in a course.
6. Return completed form to the St. Olaf Registrar's Window for the St. Olaf Registrar's approval. The inter-registration is considered complete only when approval has been granted by all parties. When this procedure is completed, a copy of the signed form will be sent to Carleton for their registration records and to the student.

To DROP a Carleton course:

1. Obtain a Drop/Add slip at the St. Olaf Registrar's Window.
2. Have it signed by the Carleton instructor.
3. Return slip to the St. Olaf Registrar's Window by the deadline listed below. St. Olaf will notify Carleton that the course has been dropped.
4. Failure to follow this procedure will result in a \$25 handling fee.

FIRST DAY of classes 2012-13

Fall Term--Monday--September 10
Winter Term--Thursday--January 3
Spring Term--Monday--April 1

DROP/ADD Deadlines for Carleton courses for 2012-13 (Ten Week Course)

Fall Term--Friday--September 21
Winter Term--Wednesday--January 16
Spring Term--Friday, April 12

Rev. May 2012