

CARLETON AT ST. OLAF INTER-REGISTRATION

Please read the policies and procedures on the back before completing the form

Name _____ Student ID# _____

Carleton Email address _____@carleton.edu

Reason for request _____

ST. OLAF:

Academic Term & Year _____

Department _____ Course Title _____

Course Number _____ Section _____ St. Olaf Credit _____

Instructor Name _____

St. Olaf Instructor Signature _____ Date _____

CARLETON:

Adviser Signature _____ Date _____

Department Chair Signature _____ Date _____

Student's Signature _____ Date _____

Permission is granted to the above Carleton student to take course work at St. Olaf College under the Carleton-St. Olaf inter-registration agreement.

St. Olaf Registrar Signature _____ Date _____

Permission is granted to the above Carleton student to take course work at St. Olaf College under the Carleton-St. Olaf inter-registration agreement.

Carleton Registrar Signature _____ Date _____

POLICIES

ALL STUDENTS MUST ADHERE TO BOTH CARLETON AND ST. OLAF'S CAMPUS POLICIES

1. 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.
2. Carleton special students may not participate in the inter-registration arrangement.
3. Carleton students may not register for
 - a. A St. Olaf course if the same course is available at Carleton College
 - b. A St. Olaf interim course
 - c. An Independent Study/ Research/ Reading course
 - d. A PE course
4. Carleton students may not audit a St. Olaf course.
5. Registration at St. Olaf is limited to one course per term.
6. 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.
7. Grades for courses taken at St. Olaf are calculated in the Carleton GPA.

CARLETON/ ST. OLAF INTER-REGISTRATION PROCEDURES

To ADD a St. Olaf Course:

1. Discuss inter-registration with your Carleton adviser and the instructor of the St. Olaf course.
2. Pick-up an inter-registration form from the Carleton Registrar's Office and a Personal Data Form from the St. Olaf Registrar's Office.
3. Obtain the St. Olaf instructor's signature.
4. Obtain your Carleton adviser's signature.
5. Obtain the Carleton department chair's signature (of similar department of St. Olaf's course at Carleton).
6. Obtain the St. Olaf Registrar's Signature and return the Personal Data Form to either St. Olaf's Registrar's Office or email swenso8@stolaf.edu.
7. Make sure the form is filled out completely and return it the Carleton Registrar's Office.

To DROP a St. Olaf Course:

1. Pick-up a drop/ add card from the Carleton Registrar's Office.
2. Complete the drop/ add card with both St. Olaf Instructor and Carleton Adviser signatures.
3. Return the drop/ add card to the Carleton Registrar's Office by St. Olaf's drop deadline.

St. Olaf drop/ add deadlines and policies can be found online at www.stolaf.edu/offices/registrar.