

St. Cloud Technical College

NON-DEGREE STUDENT REGISTRATION FORM

Non-Degree Students

Persons interested in registering for selected courses and who are not interested in pursuing a diploma or degree, are designated as Non-Degree Students. These students are not required to complete the usual application. Most Non-Degree students register for part-time study, although full-time study is not prohibited. Credits earned as a Non-Degree student may later, upon admission to a degree program, be applied toward graduation. Non-Degree students who have completed 16 credits are strongly urged to apply for admission to the college. Credits completed as a Non-Degree student beyond the initial 16 may not be applied toward a diploma or degree.

Auditing Courses

Students wishing to audit a course must return a completed Course Audit Application form to the Office of Records and Registration within the first five days of the term. Forms are available in the Office of Records and Registration.

Add/Drop

Students shall be obligated for any classes dropped after the 5th day of the term or the first business day following the first class meeting, whichever is later, unless the student completely withdraws from school.

Courses dropped by the 5th day are eligible for a full refund. Refunds must be requested in the Business Office. Student dropping courses after the 5th day will receive a grade of "W" with no refund.

Withdrawal from College

Students must officially and totally withdraw from the college in order to be eligible for a refund. Withdrawal forms are available in the Admissions Office. Please contact the Business Office for refund information. No withdrawals are allowed after the 12th week of the semester. Policy for classes other than full semester length will differ.

Social Security # (Optional): _____ **Phone Number #** _____

Last Name _____ **First Name** _____ **Middle Initial** _____

Address _____ **DOB (optional)** _____

City _____ **State** _____ **Zip Code** _____

Student's e-mail address _____

Term registering for: Fall Spring Summer

Have you been a MN resident for at least one calendar year? Yes No

Course ID	Subject	Section	Name of Course
<i>Example: 000881</i>	<i>ENGL 1302</i>	<i>8</i>	<i>Analytical Writing</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The following will be used for research and reporting only. Submission of this information is voluntary. It will not be used as a basis for admission or in a discriminatory manner.

Gender: Male Female

Ethnicity: Hispanic or Latino (*Spanish culture*) – American Indian or Alaskan native (*North, Central, South America with Tribal affiliation*) – Asian (*Far East, Southeast Asia, or Indian subcontinent*) – Black or African American (*any black racial groups of Africa*) – Native Hawaiian or Pacific Islands (*Hawaii, Guam, Samoa, or Pacific Island*) – White (*Europe, Middle East, or North Africa*).

What is the highest level of education for your parents or guardians?

Parent/Guardian #1: No high school diploma High school diploma Some college Two-year college degree/diploma Bachelor's degree or higher Not sure/don't know

Parent/Guardian #2: No high school diploma High school diploma Some college Two-year college degree/diploma Bachelor's degree or higher Not sure/don't know