

St. Olaf/Carleton
INTER-REGISTRATION FORM

ST. OLAF COLLEGE
Registrar's Office

St. Olaf Student Information

ID: _____ Name: _____ Class year: _____

Course Information

Department: _____ Course title: _____

Course number: _____ Section: _____ Carleton credit: _____

Grading option

Graded ☐ S/U (S/CR/NC) ☐

If you are requesting this course fulfill a St. Olaf GE requirement, please submit the course description and syllabus. Which GE/s: _____

Please state your reason for requesting to register for a course at Carleton College: _____

Carleton term

Year _____

☐ Fall (Fall Semester at St. Olaf)

☐ Winter (Interim at St. Olaf)

☐ Spring (Spring Semester at St. Olaf)

Signatures

St. Olaf student:

- I authorize St. Olaf College to release the following required information in order to take a course at Carleton: student ID number, birth year, social security number, gender, ethnicity, and citizenship;
- I must complete all work, including any assignments missed because of calendar differences between institutions;
- I have completed all prerequisites for this course;
- I have read and agree to the [policies](#) and procedures for St. Olaf/Carleton inter-registration;
- I understand the policies listed in the Carleton Handbook.

Student signature: _____ Date: _____

Carleton instructor:

I approve the above-listed student to register for the above-listed course at Carleton College under the St. Olaf/Carleton Inter-Registration agreement.

Instructor signature: _____ Date: _____

Procedures

Adding:

1. Contact the Carleton instructor to inquire about registering for the course. Once the instructor has approved registration, print or forward email confirmation or obtain the instructor's signature on this form. (The signature can be obtained by scanning the form and attaching it to a St. Olaf/Carleton email). A form is required for each Carleton term.
2. Submit the completed form to the St. Olaf Registrar's office window during office hours or by email for consideration by the St Olaf Registrar by the [Carleton add deadline](#).
3. The St. Olaf Inter-Registration coordinator will contact the Carleton Registrar's Office indicating approval or denial. The student will be notified via email.

See back for dropping procedure and Registrar signature

Dropping:

1. To drop a Carleton course: obtain a drop/add slip from the St. Olaf Registrar's office window, obtain the Carleton instructor's signature and return the drop/add slip to the St. Olaf Registrar's office window by the [Carleton drop/late drop deadline](#).
 2. The St. Olaf Inter-Registration coordinator will contact the Carleton Registrar's office.
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Office use only:

St. Olaf College Registrar's signature: _____ Date: _____

Entered in spreadsheet: _____ Approved by Carleton: _____ Notified student: _____