

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: \_\_\_\_\_

**Carleton term**

Year \_\_\_\_\_

- Fall (Fall Semester at St. Olaf)  
 Winter (January Term at St. Olaf)  
 Spring (Spring Semester at St. Olaf)

**Grading option**

Graded  S/U (S/CR/NC)

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

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

**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 date, 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.

**Dropping:**

1. To drop a Carleton course: Obtain written permission from the Carleton instructor and submit it to the St. Olaf Registrar's Office by the [Carleton drop/late drop deadline](#).
2. The St. Olaf Inter-Registration coordinator will contact the Carleton Registrar's office.