Visiting Student Registration

MINNEAPOLIS COMMUNITY & TECHNICAL COLLEGE™

Minneapolis College uses course prerequisites in order to promote student success. Prerequisites and placement levels must be successfully completed prior to registering for a course.

This form is for visiting students only.

Step 1: Student Information

Star ID or MCTC ID: ___ ___ ___ ___ ___ ___ ___ ___ ☐ **Fall** ☐ **Spring** ☐ **Summer** **Year**_____

Name (Print):_____**(include any former names)**

Email (Print): _____

Check: ☐ **I have attached unofficial pdf transcripts for prerequisite screening use ONLY**

Step 2: Course Information

Perquisites for this course can be found in the online schedule under the ***notes*** section of the course.

♦ **Example: Course ID: 000123**	♦ **Subject & Number: MATH 2200**	♦ **Section : 30**

List how you satisfy the prerequisites for this course(s). (Example: BIOL 1009 at the University of MN**)**

_____

Only if an instructor approval is a prerequisite, the instructor signs here: _____

INSTRUCTOR'S PRINTED NAME AND CAMPUS PHONE EXTENSION:_____**X**_____

Step 3: Registration and Payment Information

By signing this form, I agree to have registration processed for the requested course(s) if approved, and to pay all tuition and fees. I am responsible for resolving any time conflicts that may occur as a result of registration into the requested courses. I understand that an unofficial transcript will only be used for prerequisite screening for the course(s) listed above. It is my responsibility as a student to submit official transcripts for evaluation.

Signature_____ **Date** _____

Submit this request by emailed to waiverprerequisites@minneapolis.edu, or in-person at the Student Services Center Room T.2200.

INCOMPLETE FORMS WILL NOT BE PROCESSED.

Contact us if you have any questions about this form or process at waiverprerequisites@minneapolis.edu

OVERRIDE / REGISTERED / DENIED WALK-IN DATE & INITIAL: _____ **EMAIL DATE & INITIAL:** _____

Minneapolis College is an equal opportunity educator and employer. This document is available in alternative formats to individuals with disabilities by calling Accessibility Resource Center at 612-659-6730 or by emailing accessibility@minneapolis.edu.