



## Senior Citizen Part-Time Student Registration Form

Use this form when registering for eleven or fewer credits. Students registering for MORE than eleven credits must make formal application to the college and may not use this registration form. For information, call the Student Services Office 651-423-8000. For Customized Training course information call 651- 423-8292.

<b>PLEASE PRINT</b>	<b>Semester of Registration</b> <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	<b>Year</b>
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Name: \_\_\_\_\_  
 (Last)                                  (First)                                  (Middle Initial)                                  (Maiden)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

Day phone: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_) \_\_\_\_\_

To be eligible for the senior citizen rate you **must**:

- Be 62 or older by the beginning of the semester. If yes, birth date \_\_\_/\_\_\_/\_\_\_
- Have been a resident of the state of Minnesota for the last 12 months in order to get the senior citizen rate. I am Minnesota Resident  Yes     No    \_\_\_ years \_\_\_ months in state
- **Register on a space available basis (second day of classes). Senior citizens who register for any courses prior to this will pay full tuition and fees for all courses that semester.**

### COURSE REGISTRATION INFORMATION

Course ID	Subject/Course #	Section	Credits	Name of Course	Est. cost

Estimate cost: For cost estimates please refer to the course schedule on our web site at <a href="http://www.dctc.edu">www.dctc.edu</a> . Students will be notified if the class they choose is filled or cancelled.	Estimated cost of courses One time Non-refundable \$ 20 application fee( if applicable)  Estimated Total
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Payments must be made through the e-services portal using your StarID and password, or at the Tuition Office. Additional StarID information is on page 2.

<b>Senior Citizen Rate information:</b> Per credit charges: Tuition (\$20 per credit) MSCSA Fee Technology Fee Parking Fee Health Fee Course Fee	Per credit charges if auditing: Parking Fee Course Fees Health Fee
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By signing below I accept financial responsibility for course(s) for which I register and I understand the drop/add policy.

**Policy can be referenced in the student handbook – available on-line at <http://www.dctc.edu>**

Student: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Signature)

# Student Checklist

## Activate Star ID

- If you have not activated a StarID at any Minnesota State College/University or have forgotten your StarID or password – Go to: <http://starid.minnstate.edu/>

### **You can activate your account or reset your password with either of the following options:**

- Tech ID (Student ID): You can use your 8-digit DCTC Tech (Student) ID number and your social security number.
- Personal Email Address: You can use your personal email address you used in e-services to activate your StarID. When you use this method, the StarID system will send you an email with a verification code.

## Textbooks and Course Materials

Textbooks and course materials can be found at: [www.dctcbookstore.com](http://www.dctcbookstore.com) . The current Bookstore hours are also available on the website.

DCTC Bookstore Phone: (651) 423-8486 Email: [bookstore@dctc.edu](mailto:bookstore@dctc.edu)

## Getting Started with online/hybrid/online-enhanced courses

You will have access to your online/hybrid/online-enhanced course at [www.onlinedctc.com](http://www.onlinedctc.com) beginning on the course start date. You will use your StarID and password to login to your online course.

If this is your first online course, you may want to review the Student D2L Tutorial Guides posted on [www.onlinedctc.com](http://www.onlinedctc.com) . We also have on-campus workshops available at the beginning of the semester; the schedule is posted at [www.onlinedctc.com](http://www.onlinedctc.com) click on “Workshops”.

**For Technical Assistance with online/hybrid/online-enhanced courses** or StarID, please contact the DCTC helpdesk: Email: [online@dctc.edu](mailto:online@dctc.edu) Phone: (651) 423-8655.

### Refund Information:

If you drop your course(s) on or before the 5<sup>th</sup> day of a semester, you will receive a 100% refund. After the 5<sup>th</sup> day of a semester, refunds are pro-rated and distributed based on the refund schedule available on our website at: <http://www.dctc.edu/admissions/pay-for-college/tuition-fees/withdrawals-refunds> . No refund is available for courses dropped after the 20<sup>th</sup> day of the semester. Late start courses must be dropped within one business day of the start of the course.

Policy can be referenced at <http://www.dctc.edu>.