



Non-degree seeking 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.

PLEASE PRINT	Semester of Registration			Year
	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer	

Name: _____
(Last) (First) (Middle Initial) (Maiden)

Address: _____

City: _____ State: _____ Zip Code: _____ County: _____

Day phone: (____) _____ Cell: (____) _____ Work (____) _____

Birthdate _____ E-mail address: _____ SSN or Student ID _____

Have you been a resident of the state of Minnesota for the last 12 months? Yes No _____ years _____ months

Have you ever taken a class at Dakota County Technical College? Yes No

Are you claiming the senior citizen rate: **(must be 62 or older)** Yes No If yes, birth date ____/____/____

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 www.dctc.edu.

Estimated cost of courses

One time Non-refundable \$ 20 application fee (if applicable)

Estimated Total

Students will be notified if the class they choose is filled or cancelled.

If the course has a prerequisite, please submit documentation with form or send to registration@dctc.edu

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.

Refund Information:

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 No refund is available for courses withdrawn after the 20th day of the semester.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

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)

New Student Checklist

Activate Star ID

- If you have not activated a StarID at any MnSCU College/University or have forgotten your StarID or password – Go to: <http://starid.mnscu.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.

Complete & Submit Immunization Form must be submitted prior to signing up for classes. <https://www.dctc.edu/admissions/immunization-form>

Textbooks and Course Materials

Textbooks and course materials can be found at: www.dctcbookstore.com . The current Bookstore hours are also available on the website.

DCTC Bookstore Phone: (651) 423-8486 Email: 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 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 . We also have on-campus workshops available at the beginning of the semester; the schedule is posted at 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 Phone: (651) 423-8655.

[Refund Information:](#)

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