



## Non-Degree Seeking Part-Time Student Registration Form

Use this form when registering for eleven or fewer credits and not utilizing Federal Financial Aid. 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 hour based 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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Star ID/Student \_\_\_\_\_

Name: \_\_\_\_\_  
(First) (Last) (Middle Initial) (Maiden)

Preferred Name: \_\_\_\_\_

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

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

E-mail Address: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ Birthdate \_\_\_\_\_

- Are You a United States Citizen  Yes  No
- Have you been a resident of the state of Minnesota for the last 12 months?  Yes  No \_\_\_\_ Years \_\_\_\_ Months
- Are you currently or have you ever served in the armed forces for the United States?  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

If the course has a prerequisite, please submit documentation with form or send to [registration@dctc.edu](mailto:registration@dctc.edu)

Payments must be made through the e-services portal using your StarID and password,  
**Or** at the Tuition Office at Dakota County Technical College.

A one time non-refundable \$ 20 application fee will be assessed if applicable.

[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 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 No refund is available for courses withdrawn after the 20<sup>th</sup> 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 on-line at <http://www.dctc.edu>.

*Dakota County Technical College is an affirmative action, equal opportunity employer and educator. This information is available in alternative formats to individuals with disabilities by calling 651-423-8469 or TTY/Minnesota Relay at 1-800-627-3529.*



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Student: \_\_\_\_\_ Date: \_\_\_\_\_

## Additional Information

### Return Information

Return to the Student Services Office - Registration:

Bring in or mail to Room 2-110, 1300 145<sup>th</sup> Street East, Rosemount, MN 55068

Fax: 651-423-8775

Scan and e-mail: [registration@dctc.edu](mailto:registration@dctc.edu)

### Student Background (Optional to fill in)

Do you have attended Dakota County Technical College Before?  Yes  No

<b>High School Graduate:</b>	<b>Ethnicity/Race</b>	<input type="checkbox"/> 1. Black, Non-Hispanic
<input type="checkbox"/> YES Year: _____ <input type="checkbox"/> NO		<input type="checkbox"/> 2. American Indian/Alaskan Native
<input type="checkbox"/> GED <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> 3. Asian/Pacific Islander
<b>Gender:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female		<input type="checkbox"/> 4. Hispanic
		<input type="checkbox"/> 5. White, Non-Hispanic
Are you a displaced homemaker? <input type="checkbox"/> Yes <input type="checkbox"/> No		Single parent? <input type="checkbox"/> Yes <input type="checkbox"/> No

#### \*Note to student:

The information collected in the optional section is needed for reporting and research purposes only. It will be kept confidential and will not used as a basis for enrollment, or in a discriminatory manner. The information collected will be used for summary reports required by federal and state laws and regulations to support institutional affirmative action. Summary reports do not identify individuals. Completion of this section is voluntary. Refusal to provide any of the requested information will not affect your enrollment. Students with disabilities are encouraged to contact the Supplemental Services Coordinator to arrange appropriate services.

### Senior Citizen Credit Rate

<b>Senior Citizen Rate information:</b> <b>Per credit charges:</b> <ul style="list-style-type: none"> <li>• Tuition (\$20 per credit)</li> <li>• MSCSA Fee</li> <li>• Course Fee</li> <li>• Parking Fee</li> <li>• Health Fee</li> </ul>	<b>Per credit charges if auditing:</b> <ul style="list-style-type: none"> <li>• Parking Fee</li> <li>• Course Fee</li> <li>• Technology Fee</li> </ul>
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