Application & Registration Steps for “Non-Degree Seeking” Students

Non-degree seeking students are those who are planning to take courses at Inver Hills, but not planning to complete a degree or certificate. Non-degree seeking students are not eligible for financial aid or veteran’s benefits and may register for a maximum of 10 credits per term. Payment plan options are available.

1. **Apply Online**
   A. Visit [www.inverhills.edu/apply](http://www.inverhills.edu/apply) and click “Online Application.”
   B. Click “Create StarID” then enter the required information and click “Get my StarID.” Write both ID and password down, and remember!! Your StarID and password are used for course registration, D2L, and other services.
      NOTE: If you are/were a student at another Minnesota State school, you may already have a StarID and password to log-in. If you cannot remember your StarID and/or password, please visit [https://starid.minnstate.edu/](https://starid.minnstate.edu/) to reset.
   C. Complete tabs 1-5 of the online application with your information.
      NOTE: You may skip the “high school preparation standards” portion on tab 4, as it is optional.
   D. On tab 6 - “Educational Intent”, do the following:
      a. Pick a semester
      b. Select “complete courses, but not a degree” under Major-Educational Intent
      c. Select “Part Time Student”
         NOTE: Non-degree seeking status has a 10 credit limit. If you would like to register for more than 10 credits, we encourage you to apply as a degree-seeking student.
      d. Skip the Major-Academic Program section
      e. Select “Inver Hills Community College” under Major-Application Campus
      f. Answer last question accordingly
   E. Answer tab 7 questions accordingly.
   F. On tab 8 - “Review”, do the following:
      a. Review personal information, make changes if necessary
      b. Check the box(es) to the left of the school(s) that you’re applying
      c. Ignore “promo code” box. Promo code is not needed to submit the application.
      d. Submit selected application(s) by entering your StarID password, (not the StarID itself)

2. **Application Verification**
   You will be notified with an email from the Enrollment Center that your application has been received.
   This email will include your 8 digit student ID number (Tech ID) which is different from your StarID.

3. **Register for Courses**
   A. You will register for classes through your E-services account using your StarID and password:
      a. Visit [www.inverhills.edu](http://www.inverhills.edu)
      b. At the top, click on “current students” tab
      c. Click on middle yellow button to log in to “E-SERVICES”
   B. For step-by-step “How to Register” instructions, visit: [https://www.inverhills.edu/Registration/HowtoRegister.aspx](https://www.inverhills.edu/Registration/HowtoRegister.aspx)
   C. If you are registering for an Inver Hills course that has a prerequisite and you believe you’ve completed an equivalent course at a different institution, you will need to submit the Transfer Prerequisite Form at [https://inoweform.campus.mnsu.edu/imagenowforms/fs?form=IHCC%20Transfer%20Prereq%20eForm](https://inoweform.campus.mnsu.edu/imagenowforms/fs?form=IHCC%20Transfer%20Prereq%20eForm)

NOTE: You may complete Steps 1 & 2 at any time. However, Step 3 “Register for Courses” is only possible on/or after the “Open Registration” date for your desired term. “Open Registration” date(s), can be viewed here: [https://www.inverhills.edu/Calendar/index.aspx](https://www.inverhills.edu/Calendar/index.aspx).