



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

Non-degree seeking students are those who are planning to take courses at Inver Hills, but not planning on completing 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**.

1. Activate or [Create your StarID](#)

Note: Memorize your StarID and password!!! Your StarID is what you will use for course registration, and to access any additional accounts you may use (ex – D2L, etc.).

If you applied to another MnSCU school before and you had a StarID, go ahead and login. Here you can reset your password: [Reset Password](#)

2. Apply Online

A. Start applying by visiting: [Online Application](#)

B. Complete pages 1-5 of the online application with your information.

C. Once you get to Page 6 - “Major”, do the following:

a. Select term in which you want to start

b. Then, select “complete courses, but not a degree”

c. Choose “Part-time”

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. Once on Page 7 - “Review and Submit Application”:

a. “Continue to submit application”

b. Submit Application.

3. Application Verification

You will be notified with an email from the Enrollment Center that your application has been submitted. **This email will include your student ID number.**

4. Register for courses

A. You will register for classes through your E-services account here: [e-services](#)

B. For step-by-step “How to Register” instructions, please look here: [How to Register](#)

C. If you are registering for a course that has a prerequisite and you believe you’ve completed the necessary course at a different institution, you will need to submit the “Transfer Prerequisite Form” which you can find here: [Transfer Prerequisite Form](#), **AND** submit an unofficial transcript. This form should be returned to the Enrollment Center (not Admissions); Enrollment Center contact information is printed on the form.

NOTE: You may complete Steps 1-3 at any time. But Step 4 “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: [Calendar](#).