



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 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/> 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
 - 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>
- 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**”, <https://www.inverhills.edu/CollegeForms/pdfs/registration/transferprereq.pdf> **AND** an unofficial transcript from that college/university. This form should be returned to the **Enrollment Center**; Enrollment Center contact information is printed on the form.

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>.