



This document is available in alternative formats to individuals with disabilities by contacting the Accessibility Resource Center at 612-659-6730 or accessibility@minneapolis.edu. Minneapolis College is an equal opportunity employer and educator and member of the Minnesota State Colleges and Universities system.

Registration Assistance Instructions

Purpose: Assistance for students blocked from registering for courses in eServices.

The information outlined below is provided to answer common questions.

Important Information:

- This form **cannot** be used to request registering for courses after the published deadline
- You will be notified via your Minneapolis College email of the results of your request. If approved, you will be able to register yourself in eServices

Requests that DO NOT require faculty or dean approval if prerequisites are complete

Prerequisite Blocks

- *Student must satisfy course prerequisite(s) and/or course placements to allow registration.* Submit this form along with an unofficial transcript to show how you have met the prerequisite and/or course placement(s)
- Do not submit a degree audit. A degree audit cannot be used in place of an unofficial transcript
 - Students that do not meet a course prerequisite **MUST** get instructor approval

Visiting Student Registration

- If you are interested in taking courses, but are not seeking a degree, certificate or diploma from Minneapolis College, you should submit this form along with an unofficial transcript showing that you have met the course prerequisites
- You must create a StarID and attempt to register for the course before submitting this form
 - Students that do not meet a course prerequisite **MUST** get instructor approval

Exceeding the credit load limitation

- Students cannot exceed enrolling in more than 19 credits per fall or spring semester, without approval of the Registrar's office. College policy 4.05 states you must meet one of the criteria to be considered:
 - Cumulative Minneapolis College GPA of 2.75 or higher and at least 20 earned college-level credits
 - Transfer student with a cumulative GPA of 3.0 or higher and at least 20 earned college-level credits (all transcripts to document this must be on file at Minneapolis College)
 - Students are not allowed to exceed 22 total credits within the Minnesota State System

Requests that REQUIRE faculty or dean approval

Faculty or Dean Approval

- If you receive email approval from the instructor or dean, submit the email showing that you have permission to register, along with your registration form

Special Permission/ Instructor approval

- Courses that require **special permission** are handled by faculty. You must contact the instructor; do not submit a form
- Some courses require **instructor approval**. Submit this form and include the email from the instructor showing that you have permission to register

Time Conflict

- Time conflict registration must be approved by the instructor of the impacted course. Submit this form and include the email from the instructor showing that you have permission to register



This document is available in alternative formats to individuals with disabilities by contacting the Accessibility Resource Center at 612-659-6730 or accessibility@minneapolis.edu. Minneapolis College is an equal opportunity employer and educator and member of the Minnesota State Colleges and Universities system.

Registration Assistance Form

If you are a **Current Student** at Minneapolis College:

1. Attempt to register yourself in [eServices](#).
2. If you are blocked from registration, please submit this form.

If you are a **Visiting Student** at Minneapolis College:

1. [Create a StarID](#) or use your existing StarID.
2. You must attempt to register yourself in [eServices](#).
3. If you are blocked from registration, please submit this form.

Instructions

- Submit this form via email to registration@minneapolis.edu
- **Always** attach a PDF of your unofficial transcript showing that you have met the prerequisites for the course and/or include an email showing instructor approval if required for registration. Instructor email is available via the [online directory](#). **The college does not retain unofficial transcripts**
- If you are blocked due to a time conflict, instructor approval is required for the impacted course
- If approved we will notify you within 3 business days via your Minneapolis College email that you will be able to register yourself in [eServices](#)

Student Information

Last Name: _____ **First Name:** _____ **Student or Star ID:** _____
Email Address: _____ **Date:** _____

Choose Semester

Fall

 Spring

 Summer

Registration Assistance Details – Please select those that apply to your situation

<p>Prerequisite Block</p> <p>Visiting Student Registration</p> <p>Exceeding credit load limit</p>	<p>Time Conflict</p> <p>Faculty/ Dean Approval Registration</p> <p>Instructor Approval Registration</p>
------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------

Course Details:

Example: **Course ID:** 000123 **Subject & Number:** MATH 2200 **Section :** 30

Course ID: **Subject & Number:** **Section:**

Course ID: **Subject & Number:** **Section:**

Please add your comments here:

Instructor Permission only if required: (example: Prerequisite Waving, Time Conflict)

I have attached a copy of the email from the instructor showing that I have permission to register.

Registrar's Office Use Only:

Override	Comments:	Emailed Student	Employee Initial
Denied			Date