

**CARLETON COLLEGE**  
**SPECIAL STUDENT REGISTRATION APPROVAL FORM**

---

---

SPECIAL STUDENT STATUS

\*College Employee

Spouse/Domestic Partner of Faculty Member   
Name of Spouse/Domestic Partner \_\_\_\_\_

Northfield Senior Honors Program

Grad Student Teacher  Grad Date \_\_\_\_\_

International Exchange Program   
Please specify \_\_\_\_\_

Alumna - 5 years after graduation  Grad Date \_\_\_\_\_

Name \_\_\_\_\_

Social Security number \_\_\_\_\_

Date of Birth \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Term/Year \_\_\_\_\_ Credits \_\_\_\_\_

Dept \_\_\_\_\_ Course # \_\_\_\_\_ Sect # \_\_\_\_\_

Course Title \_\_\_\_\_

\_\_\_\_\_  
REGISTRAR'S APPROVAL                      DATE

\_\_\_\_\_  
INSTRUCTOR'S APPROVAL                      DATE

\_\_\_\_\_  
\*SUPERVISOR'S APPROVAL                      DATE



Carleton College  
Northfield, MN 55057  
(507) 646-4289

## CARLETON COLLEGE SPECIAL STUDENT REGISTRATION

### Policy and Procedure:

A person enrolled in a course but not admitted by the Admissions Office and not following a degree program is designated a “special student.” Special students are: Northfield High School Seniors accepted into the Honors Program, faculty spouses, staff members and spouses, and Carleton graduates in the Teacher Certification Program. Special students must secure permission of the Registrar during the first two weeks of the term *after* fully matriculated students have registered. The signature and permission of the instructor may be obtained *after* the Registrar has checked the class list for available spaces in the course. FULL TIME STUDENTS ON WAIT LISTS ALWAYS RECEIVE PRIORITY OVER ANY SPECIAL STUDENT.

Northfield High School Seniors Honors Program: Northfield High School Seniors may take three courses per year/one per term after acceptance into the Honors Program by the Admissions Office. There is no tuition charge.

Staff and faculty members and spouses/domestic partners: May request enrollment in up to three courses per year/one per term in regularly scheduled courses offered by any Carleton department of instruction. After obtaining the Registrar’s approval, the employee must get approval from his or her supervisor. The supervisor or department head may not be able to grant approval depending on operational requirements, but is urged to do so if at all possible. After approval is received, the employee should complete the formal registration procedure described above. There is no tuition charge.

Carleton Graduates: Graduates in the Teacher Certification Program may earn twelve credits of student teaching for one term only. There is an administrative fee for this program. Carleton graduates of five or more years may enroll in one course per term at the alumni rate of one-sixth course tuition.

International Exchange Program: Students are covered under the special student policy. Consult your faculty advisor and the Registrar.

Carleton’s graduation rate can be found in the *Carleton College Academic Catalog* under The College: A Statistical Look. The catalog can be found on line at <http://www.carleton.edu/campus/registrar/catalog/>

Carleton students’ rights and responsibilities regarding education records – including what Carleton defines as “directory information” – are defined in the Student Handbook. The Carleton College Student Handbook can be found on the Dean of Students web site: <http://www.Carleton.edu/campus/DOS/handbook.html>. A paper copy is available in the Dean of Students Office.

The College Academic Calendar can be found on the Registrar’s web site: <http://apps.carleton.edu/calendar/academic>. A paper copy is available in the Registrar’s Office.

If you are not current Carleton faculty, staff, etc. you will receive a Carleton NetID. You may contact the SCIC to have your password set so you can access Carleton electronic resources.