

Late Entry / Course Exchange Instructions

The Late Entry/Course Exchange Request form is used to:

- Add a course after it has started.
- Add a course even if the course is full (after the add/drop period for that course).
- Exchange one course for another (after the add/drop period).

Deadline for Course Exchange or Late Entry

Regular-start class

- End of the third week of the term.

Late start class

- 3 business days after the add/drop deadline for the class.

Summer

- No deadline.

Request Process:

Step 1

Meet with an Academic Advisor. Call the Advising Center at 763-424-0703 or the TRIO Office at 763-424-0937 to arrange a meeting with an advisor.

Step 2

Monitor NHCC email to sign and submit. By signing you have given your consent to accept the financial and academic obligations for the added course if approved. If you have any questions on your payment requirements, you can contact Accounting & Fees at 763-424-0718.

Step 3

Monitor your NHCC Email. You will receive an email within 5-7 business days after you sign with the decision of your request.

Notices:

- Decision of course entry is at the full discretion of the instructor.
- **Courses with current or former grades of FN, NN, NW, and W are not eligible for a course exchange.**
- This form may not be processed if payment arrangements have not been made or if unpaid balances or account holds exist.
- Approval of this form does not exempt you from textbook return/refund deadlines.
- Courses added via this form may be **ineligible** for financial aid and/or may change grant eligibility. If you have questions regarding possible changes to your eligibility, please ask your advisor or contact the Financial Aid Office.
- Course exchanges must equal the same number of credits.
- You must be an **admitted** NHCC student to submit a late entry or course exchange.
- You are adding a class after the Add/Drop deadline, the only option to remove yourself from the class is to Withdraw. Since this will negatively affect your academic and financial standing, it is a good idea to speak with an advisor to understand your options.
- The Late Entry/Course Exchange process cannot be used for students who do Late Start Orientation or have not enrolled in term classes yet.