



## 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

- End of the third business day

### 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 virtual meeting with an advisor.

#### Step 2

Receive the email from your advisor and select the link to sign immediately to start the process.

#### Step 3

**Required for Late Entry ONLY.** Contact Accounting and Fees at [afee@nhcc.edu](mailto:afee@nhcc.edu) or 763-424-0718 to learn about your payment options if adding a late class.

- You cannot actually pay for the class until it has been added to your schedule, however, a plan should be in place for how you will pay.

#### Step 4

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

**\*\*Decision of course entry is at the full discretion of the instructor\*\***

### Notices:

- **Courses with current or former grades of FN, NN and W are not eligible for a course exchange.**
- This form will 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 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 amount of credits.
- You must be an **admitted** NHCC student in order to do a late entry or course exchange.
- For classes 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.