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
Summer
- End of third business day after class starts

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 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.