



Senior Citizen Students
Policy, Application, Verification, Registration, Payment, & Auditing
Minnesota North College
Academic Affairs
1515 East 25th Street
Hibbing, MN 55746
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Policy

Senior citizens who are legal residents of Minnesota can attend courses on a space available basis, registering after all tuition-paying students have been accommodated and paying at the Senior Citizen reduced rate. Individuals 62 years or older at the start of the term (or 60 for a person receiving a railroad retirement annuity) are eligible to participate. Courses for credit and most non-credit courses are open to enrollment by senior citizens. (Excluded are courses designed and offered specifically and exclusively for senior citizens.)

In addition to a \$20 per credit administrative fee, senior citizen students who enroll in courses for credit must pay any personal property / service charges attached to the course as well as the following per credit fees: parking, statewide student association, and technology. Senior citizen students who are enrolled are also subject to late fees, when applicable. Administrative, statewide student association, and technology fees are waived for a senior citizen student requesting to audit a course.

Application Process

All senior citizen students must apply to Minnesota North College using the online application process. Senior citizens who apply to take courses for credit are responsible for payment of the student application fee. If you are a former student of any of the five legacy colleges (Hibbing, Itasca, Mesabi Range, Rainy River, or Vermilion) please contact the Records Office at the number above to have your record transferred over to Minnesota North College.

Follow these steps to apply online:

- 1) From www.MinnesotaNorth.edu >>> **Admissions & Aid** >>> **Applying** → >>> **Apply**.
 - a) **If you already have a StarID** and password (through affiliation with any Minnesota State college or university), select “**Login**” link under “**Login with Existing StarID**” header. Choose this even if you have forgotten your StarID and/or password. (If you have forgotten one or both: after clicking on the “Login” link, use the “Need Login Help” to reset your password, and if necessary, the “StarID Self Service” to retrieve your StarID.)
 - b) **If you do not yet have a StarID**, select “**Create StarID**” link under “**Create your StarID**” header. This StarID and password will enable you to register for courses, pay charges, view your unofficial transcript, and for some courses, access course materials. Be sure to record this information in a safe place.
- 2) From here, work through the application steps:
 - a) Verify any information that may have been prepopulated from an existing record.
 - b) Enter any new information that is required. (If it isn’t required, it’s okay not to enter it.)
 - c) Continue through each section of the application to the end.

Verification Process

To receive the Senior Citizen special tuition rate, your age must be verified by the college. Please bring your driver's license, birth certificate, or other official document showing your birthdate to the records office representative at the campus nearest you, and let them know you are interested in the Senior Citizen special tuition rate. (Summer hours can be limited, so calling in advance is advised.)

Searching for Courses and Course Registration

The most efficient way to register is online. To meet the "space available basis" requirement, the registration window for senior citizens opens on the second day of class, during the Drop/Add period.

Once you have completed the Application and Verification Processes (above) and it is the second day of the semester or later (but before the last day to add), follow these steps to register for courses:

- 1) From www.MinnesotaNorth.edu >>> **Full Menu** >>> **Course Search**.
- 2) From this page, search using the drop-down menus for Campus (including online), Semester, Subject, and Course Number (if known). Use the radio buttons to select delivery options.
- 3) Click title of course to see additional information (including notes, location, meeting details, prerequisites, books and materials, and course description).
- 4) Once ready to register for the course:
 - a) Login by choosing from the left-hand menu "Login" and entering your StarID and password.
 - b) Click on the "Add" (+) button by the course, and then click "OK."
 - c) In the upper right, click "Continue to Review My Plan."
 - d) Click the box of each course in which you wish to register.
 - e) Click on the "Select Course(s) to Proceed to Register."
 - f) Enter your StarID password, and click "Register."

Payment

Payment for your course is done in e-Services. Login as described above, and from the menu on the left-hand side, click "Bills and Payments" and follow those instructions. Note that your charges might not immediately reflect the Senior Citizen special rate. Adjustments will take place between the fifth and fifteenth day of the semester; contact the Records Office if it doesn't look correct after this. Be sure to pay your amount due by the 30th day of the semester, as that is when late charges apply.

Enrolling for Credit, or Choosing to Audit

Some senior citizen students choose to audit a course instead of earning college credit. Before choosing to audit a course as a senior citizen student, note the following considerations:

- The request to audit must be submitted by the last day to add or drop the course (this is listed on the schedule with the course, and is usually within the first five days of the start of the semester).
- Audited courses do not satisfy prerequisite requirements for higher-level courses, nor do they count toward graduation.
- The request to audit is submitted using an online form. Minnesota North College forms are found online at this link: <https://minnesotanorth.edu/academics/records/student-forms/> (from there, scroll down to find the "Request to Audit Form" link to complete the request).