

Process for Registering a Student in a Consortium Course

A. Standard definitions

- Student: Any full-time undergraduate student in good standing.
- Home Institution: The Institution where the student is enrolled full time in a degree or certificate program.
- Host Institution: The Institution where the student is taking part of his or her academic requirements through this consortium agreement.
- Consortium course: An approved undergraduate course offered by the host institution that fulfills a need in the student's program of study.

B. Special Conditions

The student must be an undergraduate student, enrolled full time at the Home Institution, and in good standing as defined by the Home Institution. The requested one course can be no more than 4 credits (including lab, if required).

C. Process

1. The student's assigned faculty advisor will access the course offerings at the Host Institution via their home page. The faculty advisor will ensure that all prerequisites or co requisites have been met prior to moving forward with the Consortium Course registration.
2. The student will fill out Section I of the Consortium Course Form; the faculty advisor will fill out Section II. (If necessary students will have to be informed of the different academic calendars; especially seniors in the spring semester; and athletes who compete at the end of the spring semesters and how this will impact their course completion requirements.)
3. The faculty advisor will email the completed form to the Home Institution's Registrar.
4. The Home Registrar approves the form and sends it to the Host Registrar via email.
5. The Host Registrar will create a student record in the Student Information System (SIS) at the Host Institution, using a specific consortium level to identify the student as such. The Host Registrar will assign the student to the class, if appropriate, and a seat is available. The Host Registrar will then complete Section III of the Consortium Course Form and return it to the Home Registrar via email, with any notes on additional fees associated with the course listed. Tuition and fees, with the exception of any special course fees, are waived for the student.
6. The Home Registrar will forward the completed form to the student and his or her faculty advisor so both are informed of the status of the registration (enrolled or not enrolled).