NDSU

NORTH DAKOTA STATE UNIVERSITY

Collaborative Student Contract & Registration Form

Submit form to: Office of Registration & Records, NDSU Dept. 5210, P.O. Box 6050, Fargo, ND 58108-6050, Fax 701-231-8959, 110 Ceres Hall

A **collaborative student** is one who chooses to enroll at more than one North Dakota University System (NDUS) institution for a particular term. The institution from which the student is earning a degree is considered the "home institution." The institution(s) that supplies courses for a degree is considered the "provider institution(s)."

- **If students wish to take advantage of the repeated course opportunity to improve a grade, that course must be repeated at NDSU. Collaborative registration is not an option for repeating courses previously at NDSU.**
- Course repeats via collaborative/consortium agreements have significant federal financial aid impacts which could result in overpayment of federal financial aid funds. Regardless of if a student is receiving federal funds, course repeats will not be allowed via any collaborative/ consortium arrangement to ensure federal compliance.
- Only fully admitted undergraduate students in good academic standing are allowed to enroll collaboratively. (Students on academic probation or suspension and/or who have a cumulative grade point average below 2.00 are not eligible for collaborative registration.)
- A student must be enrolled in at least one degree credit course at NDSU before enrolling in a collaborative course. Excluded from this requirement are courses registered for during the summer semester as well as students using the faculty/staff tuition waiver.
- Credits from more than one NDUS institution will be combined for the purpose of financial aid (for courses added through the 7th business day from the start of the term). The student cannot exceed a total of 20 credits between NDSU and the provider institution(s) without special permission from the Registrar at both (all) campuses.
- The student pays the provider campus tuition/fees for the collaborative course(s). This additional amount is included in the accounts receivable balance at NDSU. Collaborative courses are not subject to the NDSU tuition cap.
- The student must follow NDSU's academic dates and deadlines for adding/dropping collaborative courses. Drop/adds must be administered through the collaborative contact at the home institution (NDSU, 110 Ceres Hall).
- Courses will be posted as transfer credit once NDSU receives an official transcript from the provider institution. ***Note:*** Grades earned in collaborative courses *may* be used in determining financial aid satisfactory progress.
- Completion of this form does not guarantee registration into the requested course(s). If the request(s) cannot be processed, the student will be notified at the email address or phone number provided.
- A student's last 30 credits of a degree program must be earned in residence at NDSU. Any student taking credits within the last 30 must Appeal for Exception to Academic Regulations with the Office of Registration and Records.

Student Information:

Semester to Enroll: **Fall** ___ **Spring** ___ **Summer** ___

Legal Name **Last:** _____ **First:** _____ **MI:** _____

Student ID #: _____ **Local Telephone Number:** _____

Email Address: _____

Local Address: **Street/PO Box** _____ **Apartment #** _____

City _____ **County** _____ **State** _____ **Zip Code** _____

Are you a ND resident? **Yes**____ **No**____ **If Yes, length of residency?**_____ **If No, state of residency?**_____

List courses you wish to take:

Department (course prefix)	Course No.	Course Title	Course ID/ Class Number	Delivery Method: 1. Online 2. Face-to-Face 3. Print-based	Campus Providing the Course

As a collaborative student, I have read and understand the policies and procedures of being a collaborative student and accept all responsibilities and consequences as such:

_____ _____

Signature of Student **Date**

NDSU Registration and Records Staff Use Only

Student's residency status_____ If Minnesota, is student receiving reciprocity? Yes_____ No_____

If fall or spring enrollment, enrolled in 1 credit at NDSU? Yes____ No_____ Verified by_____ Date_____