

## Tri-College Registration Information Guide

***If you have any questions regarding your Tri-College registration, please contact your home campus:***

- Concordia College – 218-299-3250 or [registrar@cord.edu](mailto:registrar@cord.edu)
- Minnesota State University Moorhead – 218-477-2565 or [registrar@mnstate.edu](mailto:registrar@mnstate.edu)
- North Dakota State University – 701-231-7981 or [ndsu.registrar@ndsu.edu](mailto:ndsu.registrar@ndsu.edu)
- North Dakota State College of Science – 701-671-2401 or [NDSCS.StudentRecords@ndscs.edu](mailto:NDSCS.StudentRecords@ndscs.edu)
- MState – 218-299-6545 or [tricollege@minnesota.edu](mailto:tricollege@minnesota.edu)

**Concordia College, Minnesota State University Moorhead, North Dakota State University, North Dakota State College of Science and MState students may register for undergraduate courses at other Tri-College institutions under the Tri-College agreement according to the following procedures:**

1. **Students must observe all registration and academic policies of their home campus**, including arrangement for withdrawals, drop/adds, pass/fail options, audits and incomplete grades. Courses may be applied to resident credit requirements only at the institution where they register and pay tuition with one exception: NDSU students earning a University Studies degree must complete residency requirements through NDSU courses only.
2. Grades earned through Tri-College are calculated into home campus grade-point averages and posted on home campus academic records.
3. Students with documented disabilities who wish to register for Tri-College courses and who have transportation or other needs should contact the Disabilities Services Office on their home campus.
4. Although semester beginning and ending dates are similar between the Tri-College institutions, please note that the breaks during the semester do not necessarily match.
5. Students taking a Tri-College course to repeat a home campus course previously taken, must indicate this on the form. Duplication of credits is not permitted.
6. Students enrolling in Tri-college courses that require special fees (lab fees, lessons, supplies, etc.) or differential tuition will be responsible for paying those fees at the provider campus.
7. MSUM, NDSU, NDSCS and MState students seeking registration at CC or CC students seeking enrollment at MSUM, NDSU, NDSCS and MState must be enrolled at full-time status at their home campus.
8. All students must be registered at their home campus before being eligible to enroll in Tri-College coursework. This enrollment limitation is not applicable during the summer term.
9. The course exchange is limited to one course per student per semester per participating campus, and only if the course is not catalogued or offered on the student's home campus in a given semester. Exceptions to the one course/semester limit among campuses are as follows:
  - a. Students who have declared a Tri-College minor (one not offered by their home campus). The minor must be declared and on file with the home institution, and will be confirmed by the home campus at the point of registration. The host campus will confirm that the course(s) being requested are required for the minor;
  - b. Students who request enrollment in either the Aerospace Studies/Air Force ROTC (AS) or Military Science/Army ROTC (MS) courses at NDSU;
  - c. Students who request enrollment in a course/lab pairing (lecture and corresponding lab);
  - d. Concordia allows exchange by their full-time students to enroll in one course per semester between the partner institutions and then only if the course is not offered at Concordia that semester. Concordia does not participate in the course exchange during the summer semester.
10. NDSU courses with a "Not Covered by Tuition Cap" location code, primarily online courses, are not eligible for Tri-College enrollment.

***Tri-College course schedules:***

- **Concordia course schedule:** <https://www.concordiacollege.edu/directories/offices-departments-directory/registrar/>
- **MSUM course schedule:** <https://eservices.minnstate.edu/registration/search/basic.html?campusid=072>
- **MState course schedule:** [http://www.minnesota.edu/class\\_schedules/](http://www.minnesota.edu/class_schedules/)
- **NDSCS course schedule:** <https://www.ndscs.edu/academics/things-to-know-academics/course-schedules-catalogs/>
- **NDSU course schedule:** <https://www.ndsu.edu/onestop/connect/schedule/>

## Tri-College Registration Form

**Submit completed form to your Home Campus:**

**Concordia College:** Registrar's Office, Lorentzen 140, Fax 218-299-3224, [registrar@cord.edu](mailto:registrar@cord.edu)

**Minnesota State University Moorhead:** Records Office, Owens 104, Fax 218-477-2941, [registrar@mnstate.edu](mailto:registrar@mnstate.edu)

**MState:** Registrar's Office, MState Moorhead campus D123, Fax 218-299-6584, [tricollege@minnesota.edu](mailto:tricollege@minnesota.edu)

**North Dakota State College of Science:** Admissions & Records, Haverty Hall 101, Fax 701-671-2648, [NDSCS.StudentRecords@ndscs.edu](mailto:NDSCS.StudentRecords@ndscs.edu)

**North Dakota State University:** Office of Registration & Records, Ceres Hall 110, Fax 701-231-8959, [ndsu.registrar@ndsu.edu](mailto:ndsu.registrar@ndsu.edu)

**You will be notified if additional information is needed or if your home campus is unable to process your request. Unless you hear otherwise, your enrollment will be processed once open enrollment begins at the provider campus. Verify your enrollment through your home campus' registration system. Refer to provider campus' class schedule for course specifics.**

|  |  |  |                                 |
|--|--|--|---------------------------------|
| <b>My Home Campus:</b>                         | <input type="checkbox"/> Concordia College                     | <input type="checkbox"/> Minnesota State University Moorhead | <input type="checkbox"/> MState |
|  | <input type="checkbox"/> North Dakota State College of Science | <input type="checkbox"/> North Dakota State University       |                                 |
| <b>I am seeking Tri-College enrollment at:</b> | <input type="checkbox"/> Concordia College                     | <input type="checkbox"/> Minnesota State University Moorhead | <input type="checkbox"/> MState |
|  | <input type="checkbox"/> North Dakota State College of Science | <input type="checkbox"/> North Dakota State University       |                                 |

|  |  |                                      |                                       |                |                                 |                               |
|--|--|--------------------------------------|---------------------------------------|----------------|---------------------------------|-------------------------------|
| <b>Legal Name Last:</b> _____            | <b>First:</b> _____                      | <b>MI:</b> _____                     |                                       |                |                                 |                               |
| <b>Maiden/Former Name(s):</b> _____      |  |                                      |                                       |                |                                 |                               |
| <b>Home Campus Student ID #:</b> _____   | <b>Semester of TCU Enrollment:</b> _____ | <b>Year 20</b> _____                 |                                       |                |                                 |                               |
| <b>Date of Birth (mm/dd/yyyy):</b> _____ |  | <b>Local Telephone Number:</b> _____ |                                       |                |                                 |                               |
| <b>Student Status:</b>                   | <input type="checkbox"/> Undergraduate   | <input type="checkbox"/> Graduate    | <input type="checkbox"/> Professional | <b>Gender:</b> | <input type="checkbox"/> Female | <input type="checkbox"/> Male |
| <b>Home Campus Email Address:</b> _____  |  |                                      |                                       |                |                                 |                               |

|  |                   |             |                |
|--|-------------------|-------------|----------------|
| <b>Permanent Address:</b> Street/POBox _____ | Apartment # _____ |             |                |
| City _____                                   | County _____      | State _____ | Zip Code _____ |
| Country if not USA _____                     |                   |             |                |
| <b>Local Address:</b> Street/POBox _____     | Apartment # _____ |             |                |
| City _____                                   | County _____      | State _____ | Zip Code _____ |

|   |  |
|---|--|
| <b>Are you a U.S. Citizen?</b> Yes No   | <b>If not a U.S. citizen, are you a Permanent Resident?</b> Yes No |
| <b>State/Country of residence:</b> _____  |  |
| <b>Resident since (month/year):</b> _____   |  |
| <b>Are you Hispanic/Latino*?</b> Yes No   |  |
| <b>Select one or more races*</b> <input type="checkbox"/> American Indian or Alaska Native    |  |
| _____ Asian <input type="checkbox"/> Black or African American                                |  |
| _____ Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White/Caucasian      |  |
| <b>Are you a benefitted employee working at least 20 hrs/week at your home campus?</b> Yes No |  |
| <i>(Graduate Assistants, work study employees and temporary employees excluded)</i>           |  |

|   |                 |
|---|-----------------|
| <b>Tri-College Course Repeat</b> - The following course is being taken to repeat the equivalent course at my home campus: |                 |
| Home Campus Course: _____   | Term: _____     |
| Department/Course Number/Title  | semester / year |

**List the course you wish to enroll in through Tri-College:**

- Course exchange is limited to one course per student per semester per participating campus and only if the course is not catalogued or offered on the student's home campus in a given semester.
- For exceptions to the one course/semester limit, refer to Tri-College Registration Information Guide.

| Department<br>(course prefix) | Course<br>No. | Course Title | CRN/<br>Course ID/<br>Class Number | Credit | OFFICE USE ONLY |  |
|-------------------------------|---------------|--------------|------------------------------------|--------|-----------------|--|
|                               |               |              |                                    |        |                 |  |
|                               |               |              |                                    |        |                 |  |

**Office use only:** TCU declared minor \_\_\_\_\_ Verified by \_\_\_\_\_  
 Notes \_\_\_\_\_

## Tri-College Registration Information

Legal Name: \_\_\_\_\_ Home Campus Student ID #: \_\_\_\_\_

### Section A: Students enrolling in courses at NDSCS or NDSU, complete the following:

All students enrolling in courses at North Dakota State University **MUST ANSWER THE FOLLOWING QUESTIONS**. An affirmative response to any of the questions will not automatically prevent admission, but you will be asked to provide additional information. The information will be reviewed by a campus committee. Falsification or omission of information may result in a denial of admission, rescission of admission, dismissal or other appropriate sanctions. **Attach additional sheets of paper as necessary for any and all questions listed below.**

**1) Have you ever pled guilty (or no contest) to or been convicted of a felony?**

\_\_\_ No      \_\_\_ Yes (If yes, please indicate ALL states, cities, counties and dates of convictions)

State: \_\_\_\_\_ City: \_\_\_\_\_ County: \_\_\_\_\_ Date: \_\_\_\_\_

State: \_\_\_\_\_ City: \_\_\_\_\_ County: \_\_\_\_\_ Date: \_\_\_\_\_

**2) Within the past 10 years, have you pled guilty (or no contest) to or otherwise been convicted of a misdemeanor crime involving a crime of violence or the threat of violence in any criminal court? "Crime of violence" means an offense in which physical force was either used, attempted, or threatened against the person or property of another or by nature of the offense it involves substantial risk that physical force may be used against a person or property of another. Examples of crimes of violence include, but are not limited to, abuse, arson, assault (including sexual assault or domestic violence), battery, breaking and entering, burglary, criminal mischief or vandalism, harassment, homicide, menacing, reckless endangerment, stalking, terrorizing, and unlawful restraint or imprisonment.**

\_\_\_ No      \_\_\_ Yes (If yes, please indicate ALL states, cities, counties and dates of convictions)

State: \_\_\_\_\_ City: \_\_\_\_\_ County: \_\_\_\_\_ Date: \_\_\_\_\_

State: \_\_\_\_\_ City: \_\_\_\_\_ County: \_\_\_\_\_ Date: \_\_\_\_\_

**3) Are you currently required to register as a sex offender in any state? (This includes juvenile offenders who are required to register.)**

\_\_\_ No      \_\_\_ Yes (If yes, please indicate ALL states, cities, counties and dates of convictions)

State: \_\_\_\_\_ City: \_\_\_\_\_ County: \_\_\_\_\_ Date: \_\_\_\_\_

**4) Have you been dismissed or suspended from a college or university for disciplinary reasons within the last 5 years? (This excludes suspensions based on academic performance.) "Dismissed for disciplinary reasons" means a permanent separation from an institution due to conduct or behavior. "Suspension for disciplinary reasons" means a sanction imposed for disciplinary reasons that results in a student leaving school for a fixed period, but not permanently.**

\_\_\_ No      \_\_\_ Yes      Institution: \_\_\_\_\_ Date Suspension Began: \_\_\_\_\_

### Section B: All students complete the following:

**I have read and understand all Tri-College procedures, according to the Tri-College Registration Information sheet and by signing below, I accept all academic and financial responsibilities resulting from this registration transaction.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

\* Specific data items requested on this form are needed to process your registration, to maintain your permanent academic record, and/or to comply with requirements for periodic summary reports by State, Federal, or accrediting agencies. Information from your individual record may be released to individuals or agencies other than college officials only with your permission or with specific legal authorization. Failure to provide requested data may result in the delay of registration or record processing.