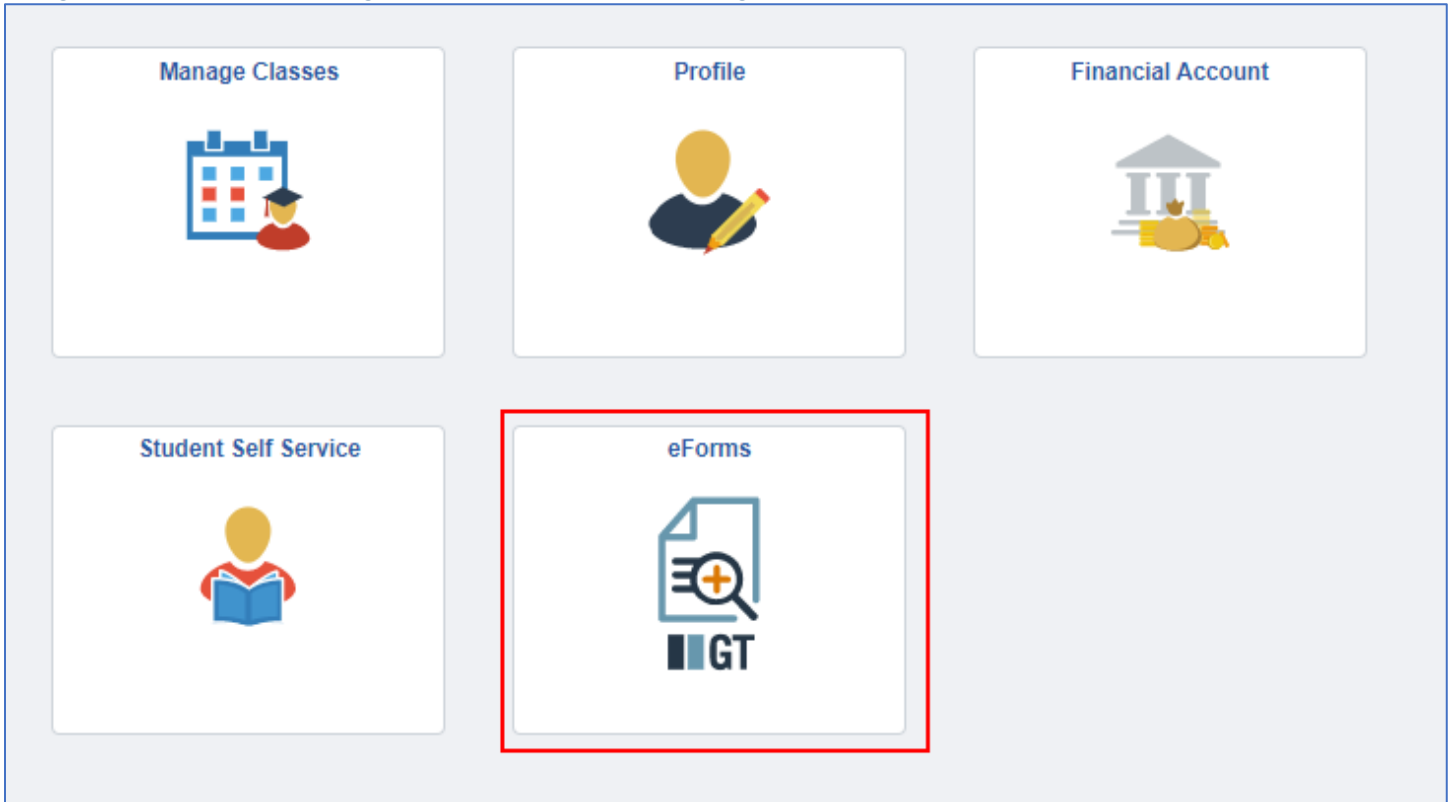


Collaborative eForm Process

Form Submission (Completed by Student)

Navigation: Student Homepage > eForms > Collaborative Registration



1-The student will select their **HOME** Academic Institution. This will then pull up the Collaborative Agreement for the student to review. The student will then click 'Next' at the bottom of the page.

Collaborative Agreement

Home Academic Institution

Collaborative Agreement

If you have any questions about this form, please contact The Admissions office at 701-662-1671 or 701-662-1519.

Please read the policies and procedures of being a collaborative student carefully before completing and submitting the form.

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 that supplies courses for the degree is considered the "provider institution". The following guidelines pertain to courses taken collaboratively:

1. A student must be enrolled in at least one degree credit course at LRSC before enrolling in a collaborative course including the summer semester. Excluded from this requirement are students using the faculty/staff waiver.
2. Only fully admitted undergraduate students in good academic standing (GPA of 2.0 or higher) are allowed to enroll collaboratively.
3. The collaborative process allows LRSC to combine credits from more than one NDUS institution for the purpose of financial aid (for courses added through the seventh business day from the start of the term).
4. Collaborative courses are not subject to the LRSC tuition cap.
5. The student pays the provider institution tuition/fees for collaborative courses. This additional amount is included in the student's accounts receivable balance at LRSC.
6. Not all scholarships/tuition waivers cover collaborative tuition and fees. Please check with your funding agency.
7. Students must be in good financial standing to be eligible for collaborative course registration.
8. The student cannot exceed a total of 20 credits between LRSC and the provider institution without special permission from the Registrar of both the home and provider institutions.
9. The student must follow LRSC's academic dates and deadlines for adding/dropping collaborative courses.
10. Drops/Adds must be administered by submitting an updated collaborative registration form to the home institution.
11. Courses will be posted to the LRSC academic record as transfer credit once LRSC receives an official transcript from the provider institution. *Note:* Grades earned in collaborative courses may be used in determining financial aid satisfactory progress.
12. A student's last 15 credits of a degree program must be earned in residence at LRSC. Any student taking collaborative credits within the last 15 must submit a Letter of Appeal for Exception to the Office of the Registrar.
13. Completion of the Collaborative Student Contract and Registration Form does not guarantee registration into the requested course(s). Registration is not considered completed until the student has received confirmation of enrollment from the provider institution. The confirmation of enrollment will be sent to the student's LRSC email address. If the request(s) cannot be processed, the student will be notified by the LRSC collaborative contact via their LRSC email address.
14. Due to federal compliance, course repeats via collaborative registration may be prohibited to prevent significant federal financial aid impacts which could result in overpayment of federal financial aid funds.
15. The option to wait-list is subject to the provider institution's discretion and does not guarantee enrollment into the requested course(s).

By clicking Next, you are agreeing to the Collaborative terms.

2-The form will populate with some prefilled information. Students will then be required to select their intended enrollment term and Provider Institution.

Student Information

Name Last name, First Name
Student ID Student ID

*Home Institution Dakota College at Botti

Are you currently enrolled in at least one course at the above home institution that counts toward your degree?

Yes or No Yes No

Do you have an arrangement with a Third Party to pay for tuition and fees?

Yes or No Yes No

Provider Institution Information

*Term 2021 Fall

*Provider Institution Valley City State Univer

3-The student can then choose which collaborative classes they need to add or drop. The information in the 'Search' area will populate based on the provider school criteria entered by the student.

If a student is doing a search for a class, they must remove the 'o' from the Class Nbr to search by subject/course description/catalog nbr.

Search for: Class Nbr

Search Criteria

Class Nbr (begins with)

Descr (begins with)

Subject Area (begins with)

Catalog Nbr (begins with)

If they are withdrawing/dropping from all collaborative courses, they must review the 'Collaborative Course Withdraw' information.

Provider Institution Information

*Term 2021 Fall

*Provider Institution Valley City State Univer

Available choices for courses is based on term and institution for provider school

Collaborative Course Information

*Enroll Action	*Class Nbr	Description	Subject Area	Catalog Nbr	Insert A Row	Delete A Row
Add	<input type="text" value="11836"/>	Drawing II	ART	230	<input type="button" value="+"/>	<input type="button" value="-"/>
Drop	<input type="text" value="11856"/>	Printmaking II	ART	271	<input type="button" value="+"/>	<input type="button" value="-"/>

Collaborative Course Withdraw

If dropping all collaborative courses, are you also withdrawing from your home institution? (If yes, a withdrawal from your home campus must be completed.)

Yes or No Yes No

4-The student will then need to accept the acknowledgement by toggling the 'No' button to 'Yes'

Student Acknowledgement

Student Consent to Release Educational and Financial Records: Pursuant to the Family Educational Rights and Privacy Act of 1974, as amended, I hereby consent to the release of the information concerning my academic and financial records to the provider institution, as indicated above. I also grant permission to the provider institution listed about to release an official transcript to the home institution once the course grades have been posted. I understand that such records may not be released except on the condition that the party to which the information is being released will not permit any other party to have access to such information without my written consent. I also agree to have the home institution, listed above, act on my behalf regarding registration and billing as it pertains to the provider institution.

Action Items

Acknowledgement

1	<input type="radio"/> No	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. I understand this is just a request and I understand that my registration is not completed until I receive confirmation from the provider institution.
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4-A student can either 'Save' a form for future updating or 'Submit' to be processed. Previous takes them back to the first page where they can review the collaborative agreement or their home institution.

▶ **Comments**

Previous Save Submit

5-After the form is submitted, the student will get a results screen indicating successful submission of the form. The student will also get a notification that the form has been submitted.

Subject: SUBMITTED: NDUS Statewide Collab Form - Form ID: 100308

Hello,

Thank you for your submission. To view your request, please click [here](#). If you have any questions, please contact your ND University System campus.


Thank you

Comments:

A student can also view a form's Approval Route' by clicking the Approval Route button.

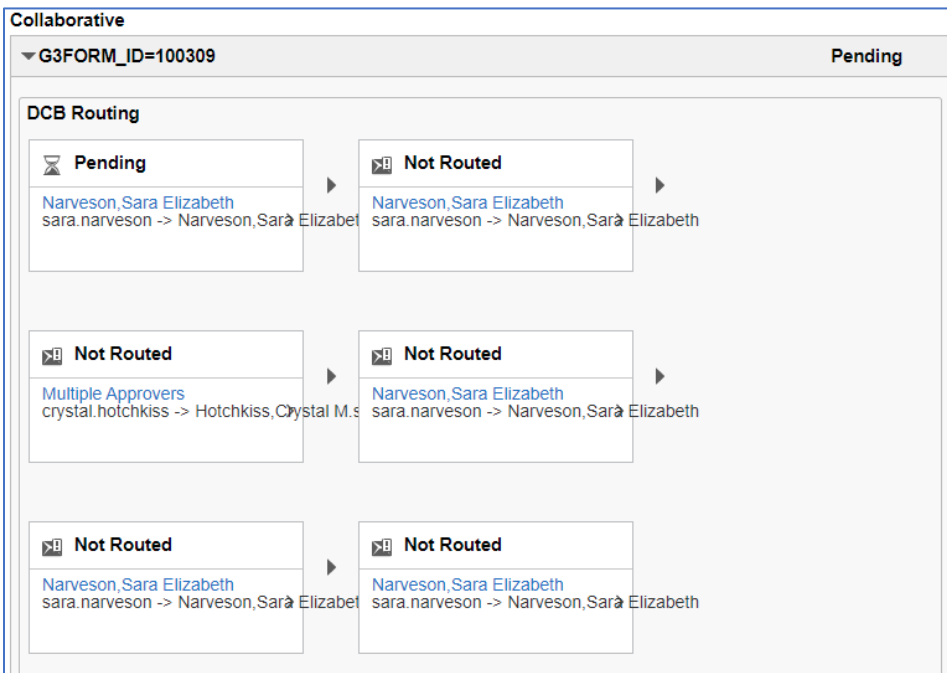
You have successfully submitted your eForm. Refresh

The eForm has been routed to the next approval step. Narveson, Sara Elizabeth.

[View Approval Route](#) 

Transaction / Signature Log 1 row

	Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
1	08/24/2021 9:50:49AM	Initiated	crystal.hotchkiss	Hotchkiss, Crystal M.	Submit	



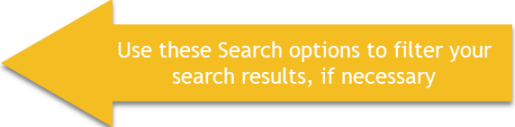
Updating a previously saved form (Student Submission)

If a student saves a form to go back and complete later, they will access the form at:
Student Homepage > eForms > Update a NDUS eForm.

1-Clicking **Search** will bring up all forms that are in the user's queue or that have been submitted. A student will be able to see all pending and saved forms submitted by them.

Search by:

Form ID	Begins With	<input type="text"/>
Form Type	Begins With	<input type="text"/> <input type="button" value="Q"/>
Form Status	is Equal To	<input type="text"/>
Student Name	Begins With	<input type="text"/>
Student ID/Empl ID	Begins With	<input type="text"/>



2-The student can select the form they wish to updated. On this page a student can either choose to Save again, Withdraw the form, or Submit for processing.

▶ **Comments**
