

# Registration

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## Collaborative Registration

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)**". The following guidelines pertain to courses taken collaboratively:

1. A student must be enrolled in at least one degree credit course at NDSU before enrolling in a collaborative course including the summer semester. Excluded from this requirement are students using the faculty/staff tuition waiver.
2. Only fully admitted undergraduate and graduate students in good academic standing (GPA of 2.0 or higher) are allowed to enroll collaboratively. Students requiring ASC 86 or ASC 87 are exempt from the academic standing requirement.
3. The collaborative process allows NDSU 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 NDSU tuition cap.
5. The provider institution's tuition/fees for collaborative course(s) are included in the student's accounts receivable balance at NDSU.
6. Not all scholarships will pay for collaborative tuition and fees assessed by the non-NDSU/provider campus. Please check with the awarding organization to confirm. NDSU-funded tuition discounts may not be applied to any collaborative charges.
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 NDSU and the provider institution(s) without special permission from the Registrar at home and provider campuses.
9. The student must follow NDSU'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. NDSU students may submit the form to the Office of Registration and Records, 110 Ceres Hall.
11. Courses will be posted to the NDSU academic record 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.*
  - a. Graduate students using collaborative credits to satisfy NDSU graduate program degree requirements must either a) list the collaborative credits as transfer credits on their plan of study form, or b) submit the Request for Change to Plan of Study (<https://powerforms.docusign.net/20c075c4-741c-4c43-8767-4c48338ddfaf/?env=na3&acct=1ceb9a57-b6a3-4df7-b655-d64cf8f1c2d7&accountId=1ceb9a57-b6a3-4df7-b655-d64cf8f1c2d7>) form and indicate which degree requirements the collaborative credits are satisfying on their advisement report.
12. Completion of the Collaborative Student Contract and Registration (<https://www.ndsu.edu/onestop/forms/>) 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. However, if the request(s) cannot be processed, the student will be notified via their NDSU e-mail address.
13. Collaborative registration is not an option for repeating courses previously taken at NDSU. If students wish to take advantage of the repeated course opportunity to improve a grade, that course must be repeated at NDSU.
14. Due to federal compliance, course repeats via collaborative registration will be prohibited to prevent significant federal financial aid impacts which could result in over-payment 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).