

# Collaborative Student 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. Excluded from this requirement are courses taken during the summer semester as well as students using the faculty/staff tuition waiver.
2. The collaborative process allows NDSU to combine credit 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).
3. The student pays provider campus tuition/fees for collaborative course(s). This additional amount is included in the student's accounts receivable balance at NDSU.
4. Collaborative courses are not subject to the NDSU tuition cap.
5. 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.
6. The student must follow NDSU's academic dates and deadlines for adding/dropping collaborative courses.
7. Drop/adds must be administered through the collaborative contact (<http://www.ndsu.edu/registrar/office/staff>) at NDSU, 110 Ceres Hall (<http://www.ndsu.edu/bulletin/buildings/ceres>).
8. 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.*
9. Completion of the Collaborative Student Contract and Registration Form (<http://www.ndsu.edu/registrar/forms/collaborative>) does not guarantee registration into the requested course(s). However, if the request(s) cannot be processed, the student will be notified at the e-mail address or phone number provided on the form.
10. Students may not take any class via collaborative registration that was previously taken at NDSU. Collaborative registration is not an option to repeat courses to improve one's GPA at NDSU (see Repeated Courses (<http://bulletin.ndsu.edu/past-bulletin-archive/2014-15/undergraduate/academic-policies/student-records/#repeatedcourses>)).