

# NEXus Student Enrollment Procedures

## To enroll in course Xchange:

### 1) Student

- Discuss course selection/s with academic advisor.
- Complete Nexus Tracking Form and submit to Home Campus Staff Coordinator.
- If on financial aid, Complete Consortium Agreement form and submit with NEXus Tracking form.
- Prior to application deadline, contact the Teaching Campus Staff Coordinator to initiate the application/registration and enrollment process. **(Deadlines and application/registration procedures vary by university offering the course).\***
- Submit required Teaching Campus Application Form and Transcript Request Form to Teaching Institution.
- Students enrolling the NEXus course Xchange agree to pay the NEXus Common Price (\$775 per semester credit hour/\$517.00 per quarter credit hour).

### 2) Home Campus Staff Coordinator

- Direct student to contact Teaching Campus Staff Coordinator to initiate and complete the application/registration and enrollment process.
- Submit copy of NEXus Tracking Form and Consortium Agreement form (if applicable) to Teaching Campus Staff Coordinator.
- Place seat request in WICHE-ICE Database.
- Communicate with the Campus Staff Coordinator of the Teaching Institution/s offering the course/s at which student is enrolling.
- Verify the student is completing all required paperwork.
- Submit the NEXus Tracking Form to NEXus Administration.
- Enroll student on course roster in WICHE-ICE Database.

### 3) Teaching Campus Staff Coordinator

- Communicate with the Campus Staff Coordinator of the Home Institution with which student is registered.
- Notify the course instructor of an incoming student.
- Grant seat request in WICHE-ICE Database.
- Assist student in completion of application/registration and enrollment according to the established process.
- Route the Consortium Agreement Form to financial aid office.
- Collect the Transcript Request Form from student and process upon completion of NEXus Course.

### 4) NEXus Administration

- Record NEXus Tracking Form data for tracking and invoicing purposes.

\* Registration deadline dates can be found at <http://www.winnexus.org/registration-deadlines> and institution specific procedures can be found at <http://www.winnexus.org/admission-information>

## NEXus Tracking Form

### Student Information

**Student name:** \_\_\_\_\_  
**(Your campus student ID number) Student ID:** \_\_\_\_\_  
**(Circle) Student Type:**     PhD Student     DNP Student  
**Date of Birth:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_  
**Contact Phone:** \_\_\_\_\_  
**Email address:** \_\_\_\_\_  
**Home School and program:** \_\_\_\_\_  
**Advisor:** \_\_\_\_\_  
**Advisor email address:** \_\_\_\_\_  
**Submitted to (home campus staff coordinator):** \_\_\_\_\_

### Course Enrollment Request

Term and Year	Course Number and Title	Credits (sem/qtr)	Teaching University

### Signature Release

To register a student in a class, the Home Institution enters student-specific information into a database. The information entered into the database will include the information provided on this form. This allows both the Home and Teaching Institutions to generate course rosters. Software and data are stored and maintained on a secure central database server. A limited number of university staff or faculty members will be granted access to the database on a need-to-know basis. I understand \_\_\_\_\_ (*Home Institution name*) will be disclosing my personal, identifiable information in the manner outlined above. To maintain and improve services provided, the NEXus project collects general student data and performs ongoing evaluations and surveys. This information is reported back to member institutions and may be shared in publications. As a student enrolling in a NEXus course, I may be contacted by NEXus Administration regarding the above statements. I understand the purpose of sharing this information within the NEXus Project. In addition, by signing this form I am agreeing to comply with the teaching institutions policies and procedures in relation to, but not limited to application, registration, enrollment, payment, add/drop notifications and academic policies concerning the course for the course/s in which I am enrolling.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Full Name:** \_\_\_\_\_

**FOR OFFICE USE ONLY:**     Consortium Agreement     Transcript     Transfer

<b>HOME Campus Staff Coordinator received:</b>	<b>Date</b>
<b>HOME Campus Faculty Coordinator notified:</b>	
<b>TEACHING Campus Staff Coordinator received:</b>	
<b>NEXus Administration received:</b>	