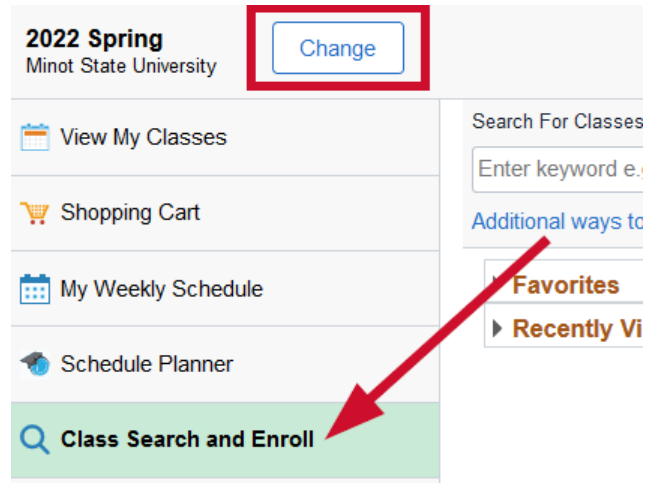




Instructions to
complete a
collaborative
request form

Before you submit a collaborative request, you need to find a class and the Class Number

- Click on the Manage Classes tile and click on Class Search and Enroll
- The default is your current term and institution. Click on Change in the upper left corner to select a different institution and term.

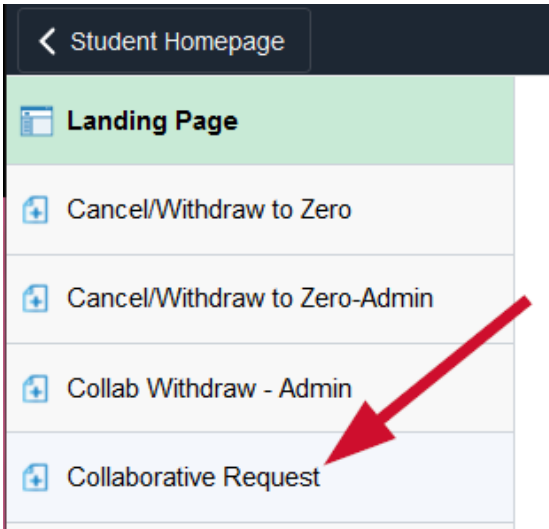


Now that you have the Class Number, you can complete the Collaborative Request form

1. Login to Campus Connection and click on the eForms tile



2. Click on Collaborative Request



3. Select Minot State University as your Home Academic Institution

Collaborative Agreement

*Home Academic Institution

4. Read through the Collaborative Agreement

Collaborative Agreement

Please read the following Collaborative Policies and Procedures carefully before submitting your request.

A collaborative student is a student earning their degree from Minot State University (MISU), but requesting additional courses from another North Dakota University System (NDUS) institution within the same semester. MISU is your HOME institution where you are pursuing a degree. The PROVIDER institution is the NDUS institution where you are requesting to enroll in an additional course, but are not pursuing a degree.

In order to enroll as a collaborative student, you must meet the following criteria:

5. Then click on Next

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



Be seen. Be heard. BE INSPIRED.

6. Answer the currently enrolled and third party questions

Note: Third parties includes employers, Voc Rehab, Tuition Assistance, etc. It does not include federal financial aid or scholarships.

7. Select the Term and Provider Institution

Provider Institution Information

*Term

*Provider Institution

8. Select Add from the Enroll Action menu and enter the Class Nbr

The course information will automatically fill in. If you need to add an additional course, click on Insert A Row.

Collaborative Course Information

1 row											
1	*Enroll Action	2	*Class Nbr	Description	Subject Area	Catalog Nbr	Location	Instruction	3	Insert A Row	Delete A Row
1	Add		19483	Career Exploration	CARS	102	ONLINE	Online Asynchronous	+	-	

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9. Read the Student Acknowledgement and toggle the Acknowledgement to Yes

Action Items

Acknowledgement		1 row
1	<input checked="" type="checkbox"/> Yes	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.

10. Enter any comments or a request for exemption and click on Submit

▼ Comments

Add your comments or a request for exemption

Previous

Save

Submit

A confirmation email will be sent to your Minot State email with a link to your form. You will also receive email updates if the form is recycled (returned to you for updates), denied, or approved. Make sure to check your email for updates.

Be seen. Be heard. BE INSPIRED.



Contact Minot State's
Collaborative Contact with
any questions

Jolina Miller
Admin 358
701-858-3218
online@minotstateu.edu