

## ASU Registration and Course Completion Procedures

Outlined below are the steps required for students to enroll and complete a course at ASU.

Steps	ASU
<b>1. Course Identification</b>	Student identifies course/s at <a href="http://winexus.org">winexus.org</a>
<b>2. Communication with HOME Faculty Advisor</b>	Course selections should be approved by the student's advisor.
<b>3. Contact HOME Institution</b>	The Campus Faculty Coordinator (CFC) and the Campus Staff Coordinator (CSC) at the student's institution need to be contacted about the student's plan to enroll in a NEXus course.
<b>4. NEXus Enrollment</b>	Download and submit completed NEXus Student Enrollment Tracking form ( <a href="http://www.winexus.org/forms.asp">http://www.winexus.org/forms.asp</a> ) to HOME Campus Staff Coordinator.
<b>5. HOME Institution Consortium Agreement form</b>	If you are receiving financial aid, complete and route your HOME Institution Consortium Agreement Form to have funds applied towards NEXus courses. (see consortium agreement for routing information)
<b>6. Contact TEACHING Institution</b>	Student contacts Levi Colton, Campus Staff Coordinator Phone: (602) 496-0774 Email: <a href="mailto:levi.colton@asu.edu">levi.colton@asu.edu</a>
<b>7. Registration Deadlines</b>	Summer 2010 Session I: now - June 2, 2010  Summer 2010 Session II: now - July 7, 2010  Fall 2010: now – August 1, 2010
<b>8. Apply to TEACHING Institution</b>	Student applies to the Graduate School as a non-degree/non-matriculating student. <a href="http://graduate.asu.edu/admissions/nondegree.html">http://graduate.asu.edu/admissions/nondegree.html</a> The Graduate College notifies students when they have been accepted. There is a \$70.00 application fee.
<b>9. Student Account</b>	Student is issued an ASU account, and is e-mailed the account ID and instructions on how to access it.
<b>10. Student Notification</b>	Student notified via Graduate School. Student logs in to access course registration, payment, technology platform etc.
<b>11. Course enrollment</b>	Student registers for course.
<b>12. Platform</b>	Teaching faculty use Adobe Connect for the platform, which operates online so students do not have to install any software. Students must have high speed internet connection, a microphone, and webcam.
<b>13. Payment</b>	Students are billed through their ASU account, and tuition is due the

<b>Steps</b>	<b>ASU</b>
	week before the semester starts. Students can pay by check, Mastercard, American Express, and Discover. Late fees are assessed if students pay after the tuition deadline.
<b>14. Teaching Faculty Contact</b>	The student should contact the instructor if needed. Most instructors will contact students the first week of the course, but some instructors may contact students the week before class starts. Contact is made through the students' ASU e-mail accounts.
<b>15. Course materials/ Library access</b>	A syllabus will be available noting required syllabus and materials. Also, a book list is available through MyASU, and students can often even order the books online through the ASU bookstore.
<b>16. Course</b>	Student completes course
<b>17. Add/Drop</b>	The student should notify the instructor and teaching institutions CSC. Most of the time, students can drop the course on MyASU on the 'registration' tab. The University has a course withdrawal deadline that occurs about 5-6 weeks before the end of the semester.
<b>18. Transcript</b>	Request transcripts from Registrar. The fee for official transcripts is \$15.
<b>19. Other</b>	Sometimes, Health Services puts a hold on accounts because ASU requires a MMR record, but Levi Colton, CSC will request a waiver.

### **Glossary of terms**

**CSC** – Campus Staff Coordinator

**CFC** – Campus Faculty Coordinator

**HOME** – Institution student will obtain degree from

**TEACHING** – Institution student is taking course from