

## OHSU Registration and Course Completion Procedures

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

Steps	OHSU
<b>1. Course Identification</b>	Student identifies course/s at <a href="http://winexus.org">winexus.org</a>
<b>2. Communicate 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 a 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 Campus Staff Coordinator (CSC), OHSU School of Nursing Graduate Support Staff, <a href="mailto:sngardt@oshu.edu">sngardt@oshu.edu</a>
<b>7. Registration Deadlines</b>	Summer 2010: 5/10/10 – 5/21/10 Fall 2010: 8/16/10 – 8/27/10
<b>8. Apply to TEACHING Institution</b>	<p>Submit the following items to the OHSU Registrar and OHSU Campus Staff Coordinator:</p> <p><b>Non-Admitted Student Application (Non-Degree) form</b>, please write "NEXus Student" on top left corner of form. Note: an application fee is not required. (<a href="http://www.ohsu.edu/registrar/">http://www.ohsu.edu/registrar/</a>)</p> <p><b>OHSU Registration Form</b>, please write "NEXus Student" on top left corner of form. (<a href="http://www.ohsu.edu/registrar/">http://www.ohsu.edu/registrar/</a>)</p> <p>Fax the completed application and registration forms to: OHSU Registrar, Attn: Mickie Bush, 503-494-4629 and OHSU School of Nursing Graduate Support Staff, CSC, 503-494-3878.</p> <p><b>OHSU HIPAA and Respect at the University online training modules</b> Complete online training modules at (<a href="http://www.ohsu.edu/xd/about/services/integrity/training/bigbrain/index.cfm">http://www.ohsu.edu/xd/about/services/integrity/training/bigbrain/index.cfm</a>)</p> <p>Fax Certificates of Completion to OHSU School of Nursing Graduate Support Staff, CSC at 503-494-3878. *Please note that the Registrar does not need these forms.</p>

<b>9. Student Account</b>	Student is issued an OHSU account, and is e-mailed the account ID and instructions on how to access it.
<b>10. Student Notification</b>	OHSU Registrar will email registration confirmation and login information to NEXus student.  <i>*the Registrar does the official notifications, but CSC will check Banner for registration updates</i>
<b>11. Course enrollment</b>	The OHSU Registrar enrolls the student.
<b>12. Platform</b>	Once registered for the course, Sakai (online course program) login will be emailed to the student (automatically generated); tutorials will be activated for your review prior to the start of classes.
<b>13. Payment</b>	Once the student is enrolled in the course, an e-bill is automatically generated and sent via email; students can pay online with a credit card or can mail a check.
<b>14. Teaching Faculty Contact</b>	The CSC will notify the instructor(s) once a student is enrolled and the instructor may/may not contact the student directly prior to classes beginning.
<b>15. Course materials/ Library access</b>	Textbook information can be found online at the OHSU bookstore ( <a href="http://www.ohsu.edu/ohsubookstore/">http://www.ohsu.edu/ohsubookstore/</a> - student booklists); instructors may send out readings prior to the start of classes via email, but all other course materials will be posted in Sakai; please note students will not be able to view the course in Sakai until the first day of the term
<b>16. Course</b>	Student completes course.
<b>17. Add/Drop</b>	The student must notify the OHSU School of Nursing Graduate Support Staff, CSC and the OHSU Registrar.
<b>18. Transcript</b>	The student downloads a transcript request form from the NEXus website ( <a href="http://www.winnexus.org/forms.asp">http://www.winnexus.org/forms.asp</a> ) and submits it to the Registrar ; there is no fee is for the initial request.
<b>19. Other</b>	Sakai platform trainings available but not required.

### **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