

UNC Registration and Course Completion Procedures

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

Steps	UNC
1. Course Identification	Student identifies course/s at winexus.org
2. Communication with HOME Faculty Advisor	Course selection/s should be approved by the student's advisor.
3. Contact HOME Institution	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.
4. NEXus Enrollment	Submit completed NEXus Student Enrollment Tracking form (http://www.winexus.org/forms.asp) to your HOME Campus Staff Coordinator.
5. HOME Institution Consortium Agreement Form	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)
6. Contact TEACHING Institution	Student contacts CFC at UNC to confirm that the course is a good fit, and the CFC refers the student to the UNC CSC for assistance with the registration process. Faculty Campus Coordinator (CFC) Janice Hayes via email at Janice.Hayes@unco.edu or by phone at 970-351-1690
7. Registration Deadlines	Summer 2010: May 27, 2010 Fall 2010: August 23, 2010
8. Apply to TEACHING Institution	Jeanie York, CSC will assist the student in submitting a Quick Admit form. http://www.unco.edu/extendedstudies/extended/current/programs/F-R/Nursing_NEXUS.html
9. Student Account	Student account information from UNC will be forwarded to the student.
10. Student Notification	UNC sends the student Bear Number, library information, UNC email address, etc.
11. Course enrollment	Jeanie York, CSC registers student for course.
12. Platform	Once issued Bear number, student is able to access Blackboard and a tutorial is available. There is an optional online Blackboard orientation available, along with other student resources. http://www.unco.edu/blackboard/student.html
13. Payment	When the student registers, Banner generates a bill that is available to pay through E-Bill on the student's URSA account or they can call the accounting office at (970)351-2201 (usually within 48 hr) and pay over the phone.
14. Teaching Faculty Contact	The student logs on to Blackboard the first day of class. Janice Hayes will have notified the faculty member that a NEXus student is registered.

Steps	UNC
15. Course materials/ Library access	The syllabus and information about books and materials will be on Blackboard. Some faculty email information earlier using the email on Blackboard so any student registered would get the information.
16. Course	Student completes course
17. Add/Drop	The student needs to notify Jeanie York, CSC and the HOME CSC if he/she drops a course.
18. Transcript	Student requests a transcript from Registrar at http://www.unco.edu/regrec/records/transcripts/index.html to be sent to the HOME institution.
19. Other	For additional information visit: http://www.unco.edu/extendedstudies/extended/current/programs/F-R/Nursing_NEXUS.html

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