

UNLV Registration and Course Completion Procedures

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

Steps	UNLV
1. Course Identification	Student identifies course/s at winexus.org
2. Communicate 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	Download and submit a 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 Campus Staff Coordinator (CSC), Elizabeth Gardner via email at Elizabeth.Gardner@unlv.edu or by phone at 702-895-5923
7. Registration Deadlines	Summer 2010: April 15, 2010 Fall 2010:
8. Apply to TEACHING Institution	Student must complete a non-degree seeking application online and pays the fee of \$30.00. Student does NOT need to submit transcripts (a memo is sent from SON to Grad College – see Attachment #3). The non-degree seeking application is located at the following URL. https://financialaid.unlv.edu/apps/nonadmit/questions1.asp If you have attended UNLV as a non-degree seeking students previously, you do not need to reapply. *Elizabeth Gardner, CSC needs Nexus enrollment form first to track process thru grad college.
9. Student Account	Student will receive a password for WebCampus.
10. Student Notification	When registered, Elizabeth Gardner, CSC will notify the student to go to: http://nursing.unlv.edu and click on the 'Student Resources' link to review all current graduate orientation materials which includes WebCampus directions
11. Course Enrollment	Elizabeth Gardner, CSC will enroll student in the course. Elizabeth Gardner, CSC works with Office of Educational Outreach to set up shadow course.
12. Platform	Once registered in the course the above referenced email will be sent so the student will have access via WebCampus/Blackboard.
13. Payment	Student will be notified to pay <u>\$675.00 per credit hour</u> by Elizabeth Gardner, CSC. Checks will be made payable to the NSHE Board of Regents. <i>It is planned that the student may be able to pay online but this</i>

Steps	UNLV
	<i>will need to be verified before the semester.</i>
14. Teaching Faculty Contact	The instructor post everything related to the course as well as communicates with students through Web Campus.
15. Course materials/ Library access	WebCampus/Bookstore
16. Course	Student completes course.
17. Add/Drop	To add or drop a class student must notify Elizabeth Gardner, CSC.
18. Transcript	Student requests transcript online at https://slt.studentlife.unlv.edu/transcript/ and cost is \$5.00
19. Other	<p>The graduate school does not need transcripts. Elizabeth Gardner, CSC will send a memo that states the student is enrolled in a PhD Program.</p> <p>If a student enrolls in two courses within an academic year, the student only needs to submit a new consortium agreement if on financial aid.</p> <p>If a student enrolls in two different academic calendar years, the student only needs to submit a new consortium agreement if on financial aid.</p>

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