

UNM Registration and Course Completion Procedures

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

Steps	UNM
1. Course Identification	Student identifies course/s at winnexus.org
2. Communication with HOME Faculty Advisor	Course selections 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.winnexus.org/forms.asp) to 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 Jeri Belsher, Campus Staff Coordinator (CSC) Office Phone: 505-272-4223 Email: jbelshe@salud.unm.edu
7. Registration Deadlines	Summer 2010: May 13, 2010 Fall 2010: September 09, 2010
8. Apply to TEACHING Institution	Download and submit a UNM Non-Degree Application http://www.unm.edu/apply/ directly to Jeri Belsher, CSC. Jeri Belsher, CSC routes to the application to the Registrar and the application fee is be waived.
9. Student Account	Once student is notified by Registrar, student must set up NetID and Password and register for course.
10. Student Notification	The student receives notification from the Registrar once they have been admitted.
11. Course Enrollment	Student registers for course.
12. Platform	Student uses NetID and password to login to the course. There is WebCT tech to help with any problems.
13. Payment	The student is billed immediately on their account and it is up to he/she to either pay before the deadline given or make arrangements. The billing information is accessed through the UNM Registration system using the NetID and password. Payment can be made by either check or credit card.
14. Teaching Faculty Contact	The instructor will sometimes notify the student but it is usually the responsibility of the student to contact the instructor and login to the course.
15. Course	The student will login to WebCT to access the course requirements.

Steps	UNM
materials/ Library access	
16. Course	Student completes course
17. Add/Drop	The student must drop the course through the "MyUNM" Registration system, then notify Jeri Belsher, CSC and the instructor.
18. Transcript	Official transcripts are requested from the Registrar http://registrar.unm.edu/trans.htm to be sent to the Home School. An official transcript costs \$10.
19. Other	A student must take classes at least every two semesters to be considered current otherwise the student will need to re-apply as a Non-degree seeking student. Students only need to complete the orientation/training once.

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