

UTAH Registration and Course Completion Procedures

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

Steps	UTAH
1. Course Identification	Student identifies course/s at winexus.org
2. Communication with HOME Faculty Advisor	Course selections should be discussed and 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 completed NEXus Student Enrollment Tracking form (http://www.winexus.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 Shayla DeGooyer, CSC email (preferred) at shayla.degooyer@nurs.utah.edu or by phone at (801) 581-7729
7. Registration Deadlines	Summer 2010: May 3, 2010 Fall 2010: August 9, 2010
8. Apply to TEACHING Institution	Student submits a University of Utah NEXus Application Form. The student must request this form from Shayla DeGooyer, CSC directly. Shayla DeGooyer CSC works with the Registrar's Office to register and enroll the student.
9. Student Account	The student does not have an account. All communication is worked through the student and Shayla DeGooyer, CSC.
10. Student Notification	Student is notified by Shayla DeGooyer, CSC when registration and enrollment is complete.
11. Course enrollment	Shayla DeGooyer, CSC registers the student for the NEXus class.
12. Platform	Courses are taught using Blackboard, Polycom or WIMBA. Polycom requires students to have a webcam, microphone and a high speed internet connection. Depending on the teaching method, students will be given information from Shayla DeGooyer, CSC to work out technology issues and set up. If the class is Polycom or WIMBA the student needs at least 1 week to test out the connections.
13. Payment	The student provides payment to Shayla DeGooyer, CSC and the tuition is paid as soon as it is due. Shayla DeGooyer, CSC facilitates this between the student and the Income Accounting office and the Registrar.
14. Teaching Faculty Contact	When the student returns the University of Utah's Application form, Shayla DeGooyer, CSC contacts the instructor to inform them of the

Steps	UTAH
	interested student. Shayla DeGooyer CSC will cc the student so they will have each other's email address.
15. Course materials/ Library access	Once Shayla DeGooyer, CSC connected the student and the faculty, it is up to the student to find out about the course materials. The students typically do not have access to the library.
16. Course	Student completes course.
17. Add/Drop	The student needs to contact Shayla DeGooyer, CSC in order to add or drop a class. Students MUST drop by the deadline in order to get a full tuition refund.
18. Transcript	Student requests a transcript from the Registrar. The fee is \$5. The website is: http://www.sa.utah.edu/regist/transcripts/transcripts.htm
19. Other	<p>The student does not need to apply to the Graduate School. There is no application fee and students are not required to provide transcripts to the University of Utah.</p> <p>If a student enrolls in two courses within an academic year, the student just needs to email a request with the class information that they are interested in.</p> <p>If a student enrolls in two different academic calendar years, the student just needs to email a request with the class information that they are interested in.</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