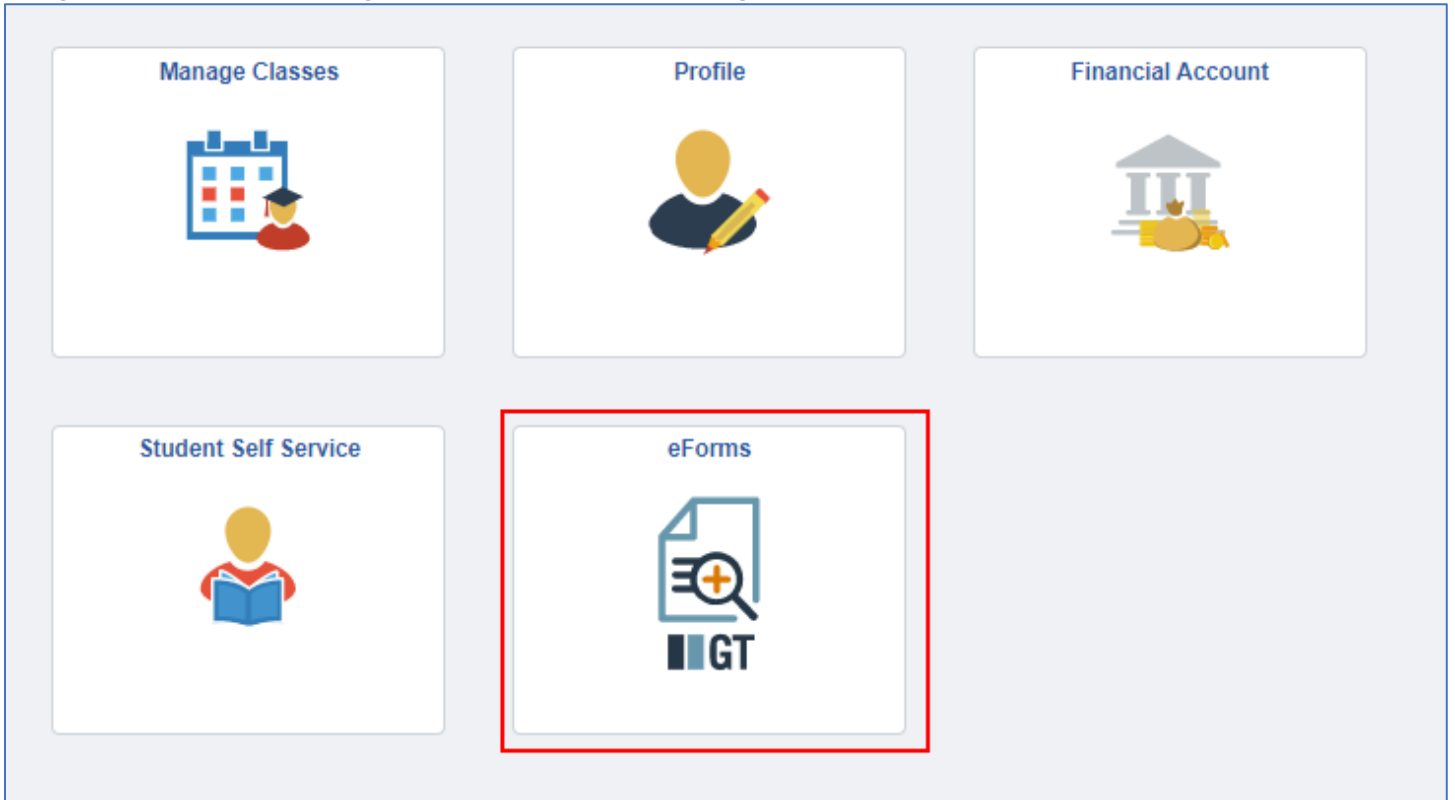# Collaborative eForm Process

Form Submission (Completed by Student)

Navigation: Student Homepage > eForms > Collaborative Registration

1-The student will select their **HOME (Dickinson State University)** Academic Institution. This will then pull up the Collaborative Agreement for the student to review. The student will then click 'Next' at the bottom of the page.

Collaborative Agreement

*Home Academic Institution Dickinson State Unive ⌄

Collaborative Agreement

By enrolling in collaborative credits, you may not be enrolled full-time (12 credits) at Dickinson State University. This is of specific concern if you are receiving any type of institutional aid at DSU, including the Presidential Scholarship Award, Heritage Foundation Scholarships, and Institutional Waivers. If you have questions regarding your financial aid status, please call the DSU Financial Aid Office at: 701-483-2371.

I understand that by enrolling in collaborative credits, I may not be enrolled full-time directly at Dickinson State University. Therefore, I may not be eligible to receive institutional aid.

If you have any questions about this agreement or registration, please contact DSU Collaborative Contact at 701-319-6660 or DSU.Collaborative@dickinsonstate.edu

Collaborative students are students who are earning their degree from Dickinson State University but will be taking course(s) at another NDUS institution within the same term.

Dickinson State University, which is where you are receiving your degree, is your HOME institution. The institution where you are taking additional course(s), but not receiving your degree from, is your PROVIDER institution.

Dickinson State University will:

- Combine credits taken at the provider campus with credits at DSU for <u>federal</u> financial aid purposes. As a reminder, credits cannot be combined for institutional aid purposes.
- Add tuition owed to the provider institution to the DSU bill
  - Tuition from the Provider campus will not be added to the DSU account until the end of the 2nd business day after the 100% drop date of the regular session.
  - Students not using Financial Aid have the option to pay DSU by the designated due date. Your Provider campus charges are viewable on Campus Connection & can be paid to DSU or directly to the Provider campus.
- Record credits from a provider institution to the DSU transcript as transfer credits at the end of the semester.

Eligibility:

- Be admitted to DSU as a degree seeking student
- Resolve negative holds that would prevent enrollment
- Agree to follow all DSU policies, procedures, dates, and deadlines
- Be enrolled in at least one class from DSU for the semester they are requesting to take a collaborative course

Courses not eligible for Collaborative Registration are:

- Courses where the student has not met the prerequisites
- Courses offered at the same time and manner at DSU except in instances where articulation agreements dictate otherwise.
- Courses that would put the student over 18 semester hours when combining collaborative and DSU credits fall or spring terms or 7 semester hours for the summer term without approval from advisor.

General Information:

- You should not submit a collaborative request until registered for DSU courses.
- Upon receipt of the form, DSU will check your eligibility.
- DSU will send provider campus permission to complete registration of requested courses.
- The provider institution will send you a confirmation email that you are enrolled within **1.5 to 2 weeks** after the registration has been submitted. **You are not registered until you receive this confirmation email.**
- A collaborative hold will be placed on your account preventing you from making changes. Changes to collaborative courses must be initiated through DSU. To make changes to your schedule, you must submit a collaborative request through the online form.

Deadline for Enrollment

A collaborative request must be completed by 4 p.m. CT, 3 p.m. MT the day before the last day to add or drop a course for the semester.

By clicking Next, you are agreeing to the Collaborative terms.

[Next] [Save]

2-The form will populate with some prefilled information. Students will then be required to select their intended enrollment term and Provider Institution.

Student Information

Name | Last Name, First Name
Student ID | 0000000
Home Institution | Dickinson State University

Are you currently enrolled in at least one course at the above home institution that counts toward your degree?

Yes or No ( ) No

Do you have an arrangement with a Third Party to pay for tuition and fees?

Yes or No ( ) No

Provider Institution Information

*Term | 2021 Fall
*Provider Institution | Dakota College at Bo

3-The student can then choose which collaborative classes they need to add or drop. The information in the 'Search' area will populate based on the provider school criteria entered by the student.

If a student is doing a search for a class, they must remove the 'o' from the Class Nbr to search by subject/course description/catalog nbr.

Search for: Class Nbr

▼ Search Criteria

Class Nbr (begins with) | 0
Descr (begins with) |
Subject Area (begins with) |
Catalog Nbr (begins with) |

Search | Clear

If they are withdrawing/dropping from all collaborative courses, they must review the 'Collaborative Course Withdraw' information.

Provider Institution Information

*Term | 2021 Fall
*Provider Institution | Valley City State Univer

Available choices for courses is based on term and institution for provider school

Collaborative Course Information

2 rows

	*Enroll Action	*Class Nbr	Description	Subject Area	Catalog Nbr	Insert A Row	Delete A Row
1	Add	11836 Q	Drawing II	ART	230	+	−
2	Drop	11856 Q	Printmaking II	ART	271	+	−

Collaborative Course Withdraw

If dropping all collaborative courses, are you also withdrawing from your home institution? *(If yes, a withdrawal from your home campus must be completed.)*

Yes or No ( ) No

4-The student will then need to accept the acknowledgement by toggling the 'No' button to 'Yes'

8/24/2021

Action Items

		1 row
	Acknowledgement	
1	No	As a collaborative student, I have read and understand the policies and procedures of being a collaborative student and accept all responsibilities and consequences as such. I understand this is just a request and I understand that my registration is not completed until I receive confirmation from the provider institution.

4-A student can either **'Save'** a form for future updating or **'Submit'** to be processed. Previous takes them back to the first page where they can review the collaborative agreement or their home institution.

▶ **Comments**

[Previous] [Save] [Submit]

5-After the form is submitted, the student will get a results screen indicating successful submission of the form. The student will also get a notification that the form has been submitted.

Subject: SUBMITTED: NDUS Statewide Collab Form - Form ID: 100308

Hello,

Thank you for your submission. To view your request, please click here. If you have any questions, please contact your ND University System campus.
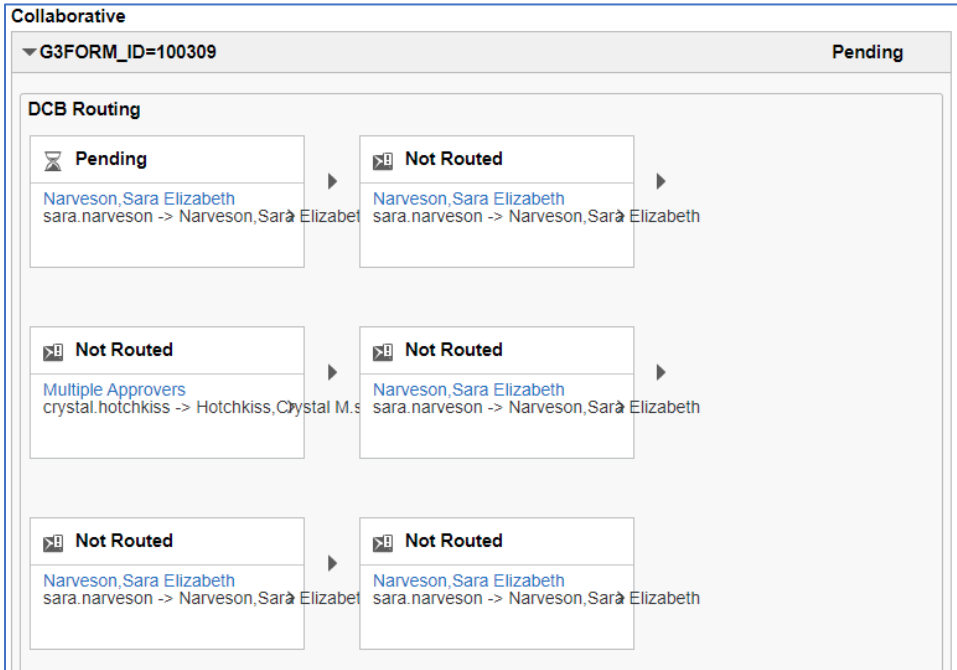
Thank you

Comments:

A student can also view a form's Approval Route' by clicking the Approval Route button.

You have successfully submitted your eForm.

The eForm has been routed to the next approval step. Narveson,Sara Elizabeth.

[Refresh]

[View Approval Route]

Transaction / Signature Log

	Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed	1 row
1	08/24/2021 9:50:49AM	Initiated	crystal.hotchkiss	Hotchkiss,Crystal M.	Submit		

Collaborative

▼ **G3FORM_ID=100309**   **Pending**

DCB Routing

⧗ **Pending**
Narveson,Sara Elizabeth
sara.narveson -> Narveson,Sara Elizabet ▶

▤ **Not Routed**
Narveson,Sara Elizabeth
sara.narveson -> Narveson,Sara Elizabeth ▶

▤ **Not Routed**
Multiple Approvers
crystal.hotchkiss -> Hotchkiss,Crystal M.s ▶

▤ **Not Routed**
Narveson,Sara Elizabeth
sara.narveson -> Narveson,Sara Elizabeth ▶

▤ **Not Routed**
Narveson,Sara Elizabeth
sara.narveson -> Narveson,Sara Elizabet ▶

▤ **Not Routed**
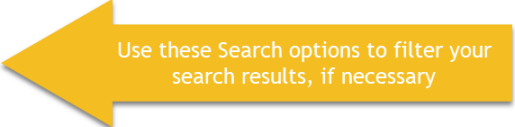Narveson,Sara Elizabeth
sara.narveson -> Narveson,Sara Elizabeth

Updating a previously saved form (Student Submission)

If a student saves a form to go back and complete later, they will access the form at:
Student Homepage > eForms > Update a NDUS eForm.

1-Clicking **Search** will bring up all forms that are in the user's queue or that have been submitted. A student will be able to see all pending and saved forms submitted by them.

2-The student can select the form they wish to updated. On this page a student can either choose to Save again, Withdraw the form, or Submit for processing.