



THE NURSING EDUCATION XCHANGE

## Student Enrollment Procedures

### To enroll in course Xchange:

To ensure a successful experience while enrolling in a NEXus course, the student should follow the procedures listed below.

- Discuss course selection/s and how the academic credit/grade for the course will translate with your academic advisor.
- Contact your Home Campus Staff Coordinator to obtain NEXus enrollment procedures.
- Deadlines and application/registration procedures vary by institution offering NEXus courses.** Registration deadline dates can be found at <http://winnexus.org/deadline-dates/>
- Complete the attached NEXus Tracking Form and submit to your Home Campus Staff Coordinator.
- If on financial aid, complete a Consortium Agreement form and submit with the NEXus Tracking form.
- The Home Campus Staff Coordinator will copy you (via email) on communication to the Teaching Campus Staff Coordinator to initiate the application/registration and enrollment process.
- Submit the required Teaching Campus Application Form and other related forms to the Teaching Institution.
- To ensure your Home Institution receives an official transcript upon completion of the course, verify with the Home Campus Staff Coordinator before completing the Transcript Requests Procedures for the Teaching Institution.

By enrolling in the NEXus course, you agree to pay the NEXus Common Price to the Teaching Institution. The rate is published on the website at <http://winnexus.org/cost-for-a-course/>

Institution specific procedures can be found at <http://winnexus.org/how-to-enroll/>

If you decide not to take the NEXus course or drop the course, notify both the Home and Teaching Campus Staff Coordinators. You, the student, are responsible for the Teaching Institution's policies regarding how to drop or withdraw from a course.



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NEXus Tracking Form

Student Information

Student name: \_\_\_\_\_
(Your campus student ID number) Student ID: \_\_\_\_\_
(Circle/Check) Student Type: [ ] PhD [ ] DNP [ ] Masters
Date of Birth: \_\_\_\_\_
Mailing Address: \_\_\_\_\_
Contact Phone: \_\_\_\_\_
Email address: \_\_\_\_\_
Home Institution and program: \_\_\_\_\_
Advisor: \_\_\_\_\_
Advisor email address: \_\_\_\_\_
Submitted to (home campus staff coordinator): \_\_\_\_\_

Course Enrollment Request

Table with 4 columns: Term and Year, Course Number and Title, Credits (sem/qtr), Teaching Institution. Contains 3 empty rows for data entry.

Signature Release

To register a student in a class, the Home Institution enters student-specific information into a database. The information entered into the database will include the information provided on this form. This allows both the Home and Teaching Institutions to generate course rosters. Software and data are stored and maintained on a secure central database server. A limited number of university staff or faculty members will be granted access to the database on a need-to-know basis. I understand \_\_\_\_\_ (Home Institution name) will be disclosing my personal, identifiable information in the manner outlined above. To maintain and improve services provided, the NEXus project collects general student data and performs ongoing evaluations and surveys. This information is reported back to member institutions and may be shared in publications. As a student enrolling in a NEXus course, I may be contacted by NEXus Administration regarding the above statements. I understand the purpose of sharing this information within the NEXus Project. In addition, by signing this form I am agreeing to comply with the teaching institutions policies and procedures in relation to, but not limited to application, registration, enrollment, payment, add/drop notifications and academic policies concerning the course for the course/s in which I am enrolling.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Full Name: \_\_\_\_\_

FOR OFFICE USE ONLY: [ ] Consortium Agreement [ ] Transcript [ ] Transfer

Table for office use with 3 rows and 2 columns. Row 1: Received by HOME Campus Staff Coordinator; Row 2: Sent to TEACHING Campus Staff Coordinator; Row 3: Copy sent to NEXus Administration. Column 1: Name/Action; Column 2: Date.