



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 with 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://www.winnexus.org/registration-deadlines> and institution specific application procedures can be found at <http://www.winnexus.org/admission-information>
- 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 introduce (via email) you 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 and complete the Transcript Requests Procedures for the Teaching Institution.
- By enrolling in the NEXus course, you agree to pay the NEXus Common Price (\$775 per semester credit hour/\$517.00 per quarter credit hour) to the Teaching Institution.
- Institution specific course completion procedures can be found at <http://www.winnexus.org/student-course-completion-procedures>
- 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 also responsible for the Teaching Institutions 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) Student Type: [] PhD Student [] DNP Student
Date of Birth: _____
Mailing Address: _____
Contact Phone: _____
Email address: _____
Home School 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 University

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

Received by HOME Campus Staff Coordinator: []
Sent to TEACHING Campus Staff Coordinator: []
Sent to NEXus Administration: []
Date: []