

College Consortium Course Request



STUDENT INSTRUCTIONS:

1. Contact your advisor and review consortium options for the semester. <https://www.collegeconsortium.org/>
2. Complete the student information section and indicate the reason for your request.
3. Get the signatures of your advisor and the Division Chair.
4. Return the completed form to the Registrar's Office. You will not be registered for this course until you have obtained all of the required signatures and returned this form to the Registrar's Office.
5. The Registrar's Office will submit your request to the provider institution and will notify you once your enrollment is accepted. **ALL ENROLLMENT IS CONTINGENT UPON APPROVAL FROM THE PROVIDER INSTITUTION AND IS NOT GUARANTEED.**

NOTE: A student may not use these instructional methods for more than two courses in any one semester. Students may not use more than 9 credits of consortium coursework within a given major; without authorization from the Registrar's Office.

Student: _____ IDN: _____

Address: _____

Phone: _____ UP Email address: _____

Declared Major(s): _____ Degree Sought: Associate
 Bachelor
 Master

Minor / Concentration: _____

Total Number of Credits Completed Toward Degree _____

Semester Taking Course: Fall 20____ Spring 20____ Summer 20____

REQUESTED CONSORTIUM COURSE:

Start Date	End Date
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SUBJ	NUM	SCHOOL	CREDITS	TITLE	SESSION (FA1, SP1, ETC).

EQUIVALENT UP COURSE: Which course is the consortium course fulfilling within the UP curriculum? If the consortium course is not an equivalent or a substitute, and should be considered as elective credit only, please indicate 'Elective Credit' within the title section below. If this is a substitution for a single student and should not be considered an equivalent substitution for any/all students, please check the box for a one-time equivalency below.

SUBJ	NUM	CREDITS	TITLE

ONE-TIME ONLY

REASON COURSE NEEDED:

- Within two semesters of graduation and required course is not scheduled to be offered within that time.
- Within two semesters of graduation from UP and the regularly scheduled course offering conflicts with another course required for my degree.
- Other reason (A written rationale must be attached.)
 Please complete the back of this form and obtain appropriate signatures for approval.



Students must read the following information regarding these courses.

1. Consortium courses are usually offered in an 8-week, online intensive format. You are expected to login to the course every day and maintain activity within the course. Failure to do so may result in the provider school dropping your registration.
2. Course fees are non-refundable after a specific point in time. It is critical that you pay attention to drop dates. You must notify the Registrar's Office no later than the first day of class if you no longer wish to complete this course.
3. You must access your UP email address as all correspondence for this course will be sent only to that address. No personal emails will be submitted to the provider institution.
4. Upon your registration being accepted by the provider institution, you will be notified by the provider institution with instructions on obtaining your book. All books and materials must be purchased from the provider institution. As a result, Financial Aid may not be used to purchase books for this course.
5. Your registration will be accepted by the provider institution so long as space remains in the course. In the event you are unable to secure a seat in the course, all applicable tuition and fees for this course will be refunded to your account.
 - a. Students who enroll in a consortium course that begins in the 2nd half of the term, must be enrolled in at least one full semester course to obtain Financial Aid disbursements prior to the start of the consortium course.
 - b. Students are responsible for any financial aid adjustments that occur as a result of non-enrollment in consortium courses (either because the course is full or for non-participation).
6. Consortium course must fall within the start and end dates of the traditional 16-week UP semester.
7. If the teaching institution is not consoritial, the student is responsible for requesting a final official transcript from the teaching institution. A final grade for the course will not be recorded on the UP academic record until the final official transcript is received. Consoritial schools are identified with a blue "C" in the site.

Comments/Rationale:

Required Signatures

STUDENT

DATE

ADVISOR

DATE

DIVISION CHAIR OF PROGRAM

DATE

**UPON COMPLETION OF FORM AND SIGNATURES, PLEASE RETURN TO THE REGISTRAR'S OFFICE.
BELOW IS FOR INTERNAL USE ONLY**

Consortium Course Enrollment:
 Banner Enrollment:
 Consoritial School: Yes No

UP Course Build Info:
 CRN:
 SUB: OCI
 Course:
 Section:
 Title: