

# TRI-COLLEGE UNIVERSITY

## Course Exchange Registration Form |

Concordia College | MSUM | NDSU | M State | NDSCS

Complete the registration form and addendum. Save the form; email as an attachment to your home campus registrar's office. Failure to complete ALL fields will delay your registration. Use tabs and follow the tool tips for guidance.

### Contact information

**Concordia College:** Registrar's Office, Lorentzen 140, [registrar@cord.edu](mailto:registrar@cord.edu)  
**M State:** Registrar's Office, M State Moorhead campus D123, [tricollege@minnesota.edu](mailto:tricollege@minnesota.edu)  
**MSUM:** Registrar's Office, Owens 210, [registrar@mnstate.edu](mailto:registrar@mnstate.edu)  
**NDSCS:** Admissions & Records, Haverty Hall 101, [NDSCS.StudentRecords@ndscs.edu](mailto:NDSCS.StudentRecords@ndscs.edu)  
**NDSU:** Office of Registration & Records, Ceres Hall 110, [ndsuar@ndsuar.edu](mailto:ndsuar@ndsuar.edu)

**Notification** – Course registration between institutions is a manual process. Allow up to 10 business days for review and notification via email. Enrollment requests are processed during the host campus' open enrollment period. Verify enrollment through the home campus registration system. Refer to provider campus class schedule for course specifics.

<b>My Home Campus is:</b>	Concordia College	MSUM	NDSU	M State	NDSCS
<b>I am seeking Tri-College enrollment at:</b>	Concordia College	MSUM	NDSU**	M State	NDSCS**
<b>Have you taken a course at this institution previously?</b>		Yes	No	**Registration Form Addendum also required	

<b>Legal Name Last</b> _____	<b>First</b> _____	<b>MI:</b> _____
<b>Maiden/Former Name(s)</b> _____	<b>Home Campus Student ID #</b> _____	
<b>Semester of TCU Enrollment:</b> Fall    Spring    Summer	<b>Year</b> 2023    2024    2025	
<b>Will you receive VA Educational Benefits for the term requested?</b>	Yes	No
<b>Date of Birth (mm/dd/yyyy)</b> _____	<b>Local Telephone Number</b> _____	
<b>Student Status:</b> Undergraduate    Professional    Faculty/Staff	<b>Gender</b> Female    Male	
<b>Home Campus Email Address</b> _____		
<b>Permanent Address</b> Street/PO Box _____ Apartment # _____		
City _____	County _____	State _____ Zip Code _____ Country – if not USA _____

<b>Are you a U.S. Citizen?</b> Yes    No	<b>If not a U.S. citizen, are you a Permanent Resident?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>State of residence</b> _____	<b>Resident since (month/year)</b> _____
<b>*Are you Hispanic/Latino?</b> Yes    No	<b>*required demographic data</b>
<b>*Select one or more races:</b>	
American Indian or Alaska Native    Asian    Black or African American    Native Hawaiian or Other Pacific Islander    White/Caucasian	
<b>Will this course replace a previously completed/graded course?</b> Yes    No    Home Course _____	

List the course(s) you wish to enroll in through Tri-College. You must complete every field.

Course exchange is limited to two courses per student per semester per participating campus and **only** if the course is not catalogued or offered on the student's home campus. For exceptions, refer to Tri-College Registration Information Guide, #9.

Department (course prefix)	Course No.	Course Title	CRN/Course ID/ Class Number	Credit	OFFICE USE ONLY

I have: a. read & understand all Tri-College procedures, b. reviewed the Guidelines & Requirements document, and c. completed the Addendum required for classes at NDSU & NDSCS. By signing below, I accept academic and financial responsibilities for this registration transaction.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Office use only**     TCU declared minor     Pre-requisites met     Not offered at home institution    Verified by \_\_\_\_\_

Notes \_\_\_\_\_

**This disclosure form is required for any student requesting to enroll in courses at NDSU or NDSCS. Do not complete the form if you are seeking enrollment at Concordia, MSUM or M State.**

### Contact information

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**MSUM:** Registrar's Office, Owens 210, [registrar@mnstate.edu](mailto:registrar@mnstate.edu)

**NDSCS:** Admissions & Records, Haverty Hall 110, [NDSCS.StudentRecords@ndscs.edu](mailto:NDSCS.StudentRecords@ndscs.edu)

**NDSU:** Office of Registration & Records, Ceres 100, [ndsu.registrar@ndsu.edu](mailto:ndsu.registrar@ndsu.edu)

<b>My Home Campus is:</b>	Concordia College	MSUM	NDSU	M State	NDSCS
<b>I am seeking Tri-College enrollment at:</b>	NDSU		NDSCS		
<b>Legal Name</b>	<b>Last</b> _____	<b>First</b> _____	<b>Middle Initial</b> _____		
<b>Maiden/Former Name(s)</b> _____	<b>Home Campus Student ID #</b> _____				

Each student enrolling in courses at **NDSCS or NDSU MUST ANSWER EACH OF THE FOLLOWING QUESTIONS.** An affirmative response to any of the questions will not automatically prevent admission, but you will be asked to provide additional information. The information will be reviewed by a campus committee. Falsification or omission of information may result in a denial of admission, rescission of admission, dismissal or other appropriate sanctions. **Attach additional sheets of paper as necessary for any and all questions listed below.**

**1) Have you ever pled guilty (or no contest) to or been convicted of a felony?**

No

Yes (If yes, indicate ALL states, cities, counties and dates of convictions)

State \_\_\_\_\_ City \_\_\_\_\_ County \_\_\_\_\_ Date \_\_\_\_\_  
 State \_\_\_\_\_ City \_\_\_\_\_ County \_\_\_\_\_ Date \_\_\_\_\_

**2) Within the past 10 years, have you pled guilty (or no contest) to or otherwise been convicted of a misdemeanor crime involving a crime of violence or the threat of violence in any criminal court? "Crime of violence" means an offense in which physical force was either used, attempted, or threatened against the person or property of another or by nature of the offense it involves substantial risk that physical force may be used against a person or property of another. Examples of crimes of violence include, but are not limited to, abuse, arson, assault (including sexual assault or domestic violence), battery, breaking and entering, burglary, criminal mischief or vandalism, harassment, homicide, menacing, reckless endangerment, stalking, terrorizing, and unlawful restraint or imprisonment.**

No

Yes (If yes, indicate ALL states, cities, counties and dates of convictions)

State \_\_\_\_\_ City \_\_\_\_\_ County \_\_\_\_\_ Date \_\_\_\_\_  
 State \_\_\_\_\_ City \_\_\_\_\_ County \_\_\_\_\_ Date \_\_\_\_\_

**3) Are you currently required to register as a sex offender in any state? (includes juvenile offenders who are required to register.)**

No

Yes (If yes, indicate ALL states, cities, counties and dates of convictions)

State \_\_\_\_\_ City \_\_\_\_\_ County \_\_\_\_\_ Date \_\_\_\_\_

**4) Have you been dismissed or suspended from a college or university for disciplinary reasons within the last 5 years? (This excludes suspensions based on academic performance.) "Dismissed for disciplinary reasons" means a permanent separation from an institution due to conduct or behavior. "Suspension for disciplinary reasons" means a sanction imposed for disciplinary reasons that results in a student leaving school for a fixed period, but not permanently.**

No

Yes Institution \_\_\_\_\_ Date Suspension Began \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_