TRI-COLLEGE UNIVERSITY

Step 1: Understand how a fillable PDF form works – it's not an online form.

- Think of a fillable PDF as a blank paper form. A PDF can be saved and reopened to make additions or corrections. Download the free Adobe PDF software if you don't already have it.
- An online form is interactive, may self-fill, and might be tied to another data source.
- Why use fillable PDFs? Campus registration software systems are not connected.

Step 2: Download the PDF form to your computer and SAVE.

- <u>Best practice</u> **–** save the document with you name + Form Name + Date
  Example: John Doe-Tri-College Registration-mm-dd-yyyy.pdf

Step 3: Complete the Form.

- Fill in <u>every</u> box on the pdf.
- If a box does not apply, enter n/a. (this tells staff the box was not skipped)

Step 4: Proof. SAVE. Proof. SAVE.

- Sending in an incomplete or incorrect form slows down the review process.
- Ask a friend to proof your form.

Step 5: SEND Using the Email Links on the form – and – send it to the right place.

- **Registration and appeal forms -> send to the home campus** registrar.
- **Tri-College minor applications -> send to the host campus** registrar.
- Registrar's email links are on the top of all forms.
- Send the email from your **official campus email**. DO NOT USE PERSONAL EMAILS AT ANYTIME.
- <u>Best practice</u>: cc yourself on the email and/or make a screen shot.

Step 6: Mark your calendar for these two dates:

- o <u>Phase 1 Registration</u>: Expect the **home** campus review to take 7-10 days. During peak processing times, more time may be needed.
- o <u>Phase 2 Registration</u>: **Host** Campus **Open Enrollment** date is when Tri-College registration begins. Forms are processed in the order they are received. Check the Tri-College Combined calendar for this date or visit the host campus academic calendar.

Step 6: Questions – ask your home campus registrar.

Step 7: WATCH your official campus email for questions.

- <u>Best practice</u>: Add the registrar's email as a contact if your email software.
- <u>Best practice:</u> use an outlook rule to make registrar's emails stand out. The faster you respond to questions, the sooner your form will be forwarded to the next step.

Definitions

The HOME campus – campus where you are earning your degree and paying tuition.
The HOST campus - where you want to take the Tri-College class.
Partner Campus – Tri-College is a partnership. Concordia College, M State, MSUM, and NDSU are the partner campuses.
Open Enrollment – the date Tri-College students *begin* registering at a partner campus.
Tri-College class – a class taken at a partner campus using the Tri-College Course Exchange Agreement.