

Course Exchange Registration Form |

Concordia College | MSUM | NDSU | M State

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

M State: Registrar's Office, M State Moorhead campus D123, tricollege@minnesota.edu

MSUM: Registrar's Office, Owens 210, registrar@mnstate.edu

NDSU: Office of Registration & Records, Ceres Hall 110, <https://filetransfer.ndsu.edu/filedrop/ndsu.registrar@ndsu.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.

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

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

Are you a U.S. Citizen? Yes No	If not a U.S. citizen, are you a Permanent Resident? <input type="checkbox"/> Yes <input type="checkbox"/> No
State of residence _____	Resident since (month/year) _____
*Are you Hispanic/Latino? Yes No	*required demographic data
*Select one or more races:	
American Indian or Alaska Native Asian Black or African American Native Hawaiian or Other Pacific Islander White/Caucasian	
Will this course replace a previously completed/graded course? 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 cataloged or offered on the student's home campus. For exceptions, refer to Tri-College Guidelines & Requirements, #10.

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. 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. Do not complete the form if you are seeking enrollment at Concordia, MSUM or M State.

Contact information

Concordia College: Registrar's Office, Lorentzen 140, registrar@cord.edu

M State: Registrar's Office, M State Moorhead campus D123, tricollege@minnesota.edu

MSUM: Registrar's Office, Owens 210, registrar@mnstate.edu

NDSU: Office of Registration & Records, Ceres 100, <https://filetransfer.ndsu.edu/filedrop/ndsu.registrar@ndsu.edu>

My Home Campus is: Concordia College MSUM NDSU M State

I am seeking Tri-College enrollment at: NDSU

Legal Name Last _____ **First** _____ **Middle Initial** _____

Maiden/Former Name(s) _____ **Home Campus Student ID #** _____

Each student enrolling in courses at **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 _____