

TRI-COLLEGE UPDATE

Effective December 31, 2024 Tri-College University will close. Fall 2024 semester is the last semester of the Tri-College Course Exchange Agreement. Visit the HOME campus registrar's office for Spring 2025 course exchange information, processes, and forms.

For questions about Tri-College registration, contact your home campus.

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

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

MSUM: Records Office, Owens 210, registrar@mnstate.edu

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

Definitions

The HOME campus — where the student is enrolled/where the student will graduate.

The HOST campus — where the student wants to take a class using the Tri-College course exchange.

Tri-College class — term for a class taken at CC, MSUM, M State, or NDSU using the Tri-College Course Exchange Agreement. Tri-College is the name of the partnership.

NDSCS UPDATE

NDSCS will no longer participate effective summer term, 2024. The final two semesters for course exchange participation are the 2023 Fall semester and 2024 Spring semester.

Concordia College (CC), MSUM, M State, and NDSU students may register for undergraduate courses at partner campuses under the Tri-College Course Agreement and according to the following procedures:

- Participation** in the Tri-College Course exchange is a benefit available to enrolled students and requires extra time due to the unique agreement between the partner campuses. **Allow 7-10 business days for processing** at the home campus registrar's office. At the host campus, processing of Tri-College registration forms **begins** on the open enrollment date. All forms at the home and host campus are processed on a first-come, first-serve basis. Submitting an incomplete/incorrect form will extend processing time.
- Students must observe all registration and academic policies of their home campus**, including arrangements for withdrawals, adds, drops, pass/fail options, audits, and incomplete grades.
 - Courses may be applied to resident credit requirements only at the institution where student registers and pays tuition with one exception: NDSU students earning a University Studies degree must complete residency requirements through NDSU courses only.
 - Students must use the home campus email for official university business.
 - Grades** are calculated into home campus GPA and posted on home campus academic records.
 - Students adding a class after the host campus add deadline** may be required to get instructor permission before registering. Based on the content (labs, projects, tests, etc.) already covered, the instructor will determine if a student can catch up in the class.
- Academic Calendars: Students must observe all host campus dates and deadlines specific to the class** such as start date, end date, finals, breaks, and holidays.
- Information Release:** Information from individual records may be released to individuals or agencies other than college officials *only with your permission* or with specific legal authorization.

5. **Required data:** Data requested on Tri-College forms is needed to process registration, maintain permanent academic records, and/or comply with requirements for periodic summary reports by State, Federal, or accrediting agencies. Submitting an incomplete registration form will slow down the review process. Complete all boxes on the form and mark “n/a” if an item does not apply.
6. Students with **documented disabilities** who wish to register for Tri-College courses and who have transportation or other needs should contact the Disabilities Services Office on their home campus.
7. **Repeat Courses:** taking a Tri-College class to repeat a home campus course previously completed/graded must be indicated on the registration form. Duplication of credits is not permitted. Students should review the home campus repeat class policy.
8. **Fees paid to the Host Campus:** Students enrolling in a class that has special fees (lab fees, supplies, etc.) or differential tuition are responsible for paying those fees to the host campus at the established deadline.
9. **Enrollment requirement:**
 - a. **M STATE, MSUM, and NDSU** students must be enrolled in at least one course at their home campus to be eligible to participate. Enrollment is verified before the Tri-College registration form is processed. During the summer term, the one-course enrollment requirement is waived.
 - b. **Concordia College** students must be enrolled full-time (12 credits). Concordia does not participate in the summer course exchange.
10. **Eligibility:** Students are eligible to enroll in two Tri-College classes a semester/per campus for courses not offered at the home institution in a given term or semester. **Exceptions** to the two course/semester limit among campuses are:
 - a. Students who have declared a Tri-College minor (one not offered by their home campus). The minor must be declared and on file with the home institution, and will be confirmed by the home campus at the point of registration. The host campus will confirm that the course(s) being requested are required for the minor;
 - b. Students who request enrollment in either the Aerospace Studies/Air Force ROTC (AS) or Military Science/Army ROTC (MS) courses at NDSU;
 - c. Students who request enrollment in a course/lab pairing (lecture and corresponding lab);
11. **Tri-College Registration:**
 - a. **Phase 1: At the home campus, allow 7-10 business days for processing requests.** After review, completed forms are forwarded to the host campus.
 - b. **Phase 2: At the host campus,** processing of Tri-College registration forms begins at open enrollment.
 - c. At both the home and host campus, forms are date stamped and processed on a first-come, first-serve basis.
 - d. Incomplete and/or incorrect forms will extend processing time. The registrar may request that incomplete forms be resubmitted.
 - e. Submit forms early to avoid processing delays and confusion that result from different add dates between campuses.
 - f. Financial aid can be negatively impacted if Tri-College registration is not completed by the home campus financial aid process deadline.
12. **Tri-College Minor:** Once a student is approved for a Minor, the student will follow the curriculum requirements provided by the host campus registrar’s office at the time the Minor was approved. Based on the approved curriculum requirements, students then submit the registration form each semester with the specific request for classes.