The mission of Tri-College University is to assist its partner campuses by promoting cooperative efforts that will enrich the academic environment for the benefits of students, faculty and the community.

Tri-College University is a unique partnership that allows students to diversify their college experience by engaging via the course exchange with professors and students at any of the five partner campuses.

The course exchange is an agreement that allows any undergraduate student registered at one of the TCU institutions to take a class at other partner campuses without going through a separate admission procedure. Other benefits include:

- You register at your home campus Registrar’s Office.
- No additional tuition is required – it comes as a benefit from your campus being a Tri-College partner.
- Obtaining a minor not offered at your home institution.
- Taking a course not offered or unavailable at your home campus because five institutions greatly increase the range of classes available to students.
- Unitizing “covered” or “pre” programs that allow you to start your degree at one campus and transfer to another.
- The grades earned, are calculated into your home grade-point average and the course name, number and grade appear on your home campus records.
If you have any questions regarding your Tri-College registration, please contact your home campus:

- **Concordia College** – 218-299-3250 or registrar@cord.edu
- **Minnesota State University Moorhead** – 218-477-2565 or records@mnstate.edu
- **North Dakota State University** – 701-231-7981 or ndsu.registration.records@ndsu.edu
- **North Dakota State College of Science** – 701-671-2401 or NDSCS.StudentRecords@ndscs.edu
- **MState** – 218-299-6894 or registration@minnesota.edu

Concordia College, Minnesota State University Moorhead, North Dakota State University, North Dakota State College of Science and MState students may register for courses at other Tri-College institutions under the Tri-College agreement according to the following procedures:

1. Students must observe all registration and academic policies of their home campus, including arrangement for withdrawals, drop/adds, pass/fail options, audits and incomplete grades. Courses may be applied to resident credit requirements only at the institution where they register and pay tuition with one exception: NDSU students earning a University Studies degree must complete residency requirements through NDSU courses only.

2. Grades earned through Tri-College are calculated into home campus grade-point averages and posted on home campus academic records.

3. 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.

4. Although semester beginning and ending dates are similar between the Tri-College institutions, please note that the breaks during the semester do not necessarily match.

5. Students taking a Tri-College course to repeat a home campus course previously taken, must indicate this on the form. Duplication of credits is not permitted.

6. Students enrolling in Tri-college courses that require special fees (lab fees, lessons, supplies, etc.) or differential tuition will be responsible for paying those fees at the provider campus.
7. MSUM, NDSU, NDSCS and MState students seeking registration at CC or CC students seeking enrollment at MSUM, NDSU, NDSCS and MState must be enrolled at full-time status at their home campus.

8. All students must be registered at their home campus before being eligible to enroll in Tri-College coursework. This enrollment limitation is not applicable during the summer term.

9. The course exchange is limited to one course per student per semester per participating campus, and only if the course is not catalogued or offered on the student's home campus in a given semester. Exceptions to the one course/semester limit among campuses are as follows:

   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);

   d. Students enrolled in a Vaccinology seminar course are permitted to enroll in one additional class via the Tri College consortium in the same term;

   e. Concordia allows exchange by their full-time students to enroll in one course per semester between the partner institutions and then only if the course is not offered at Concordia that semester. Concordia does not participate in the course exchange during the summer semester.

10. NDSU Distance and Continuing Education (DCE) courses are not eligible for Tri-College enrollment.

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**Tri-College course schedules:**
- [Concordia course schedule](https://www.concordiacollege.edu/directories/offices-services/registrar/)
- [MSUM course schedule](https://webproc.mnscu.edu/registration/search/basic.html?campusid=072)
- [NDSU course schedule](https://www.ndsu.edu/bisonconnection/connect/schedule/)
- [NDSCS course schedule](https://www.ndscs.edu/academics/things-to-know-academics/course-schedules-catalogs/)
- [MState course schedule](http://www.minnesota.edu/class_schedules/)

**Tri-College course equivalency resources:**
- [CC students enrolling in courses at MSUM or NDSU](https://bprdsb.cord.edu/pls/PROD/zwbktran.p_notebook)
- [MSUM students enrolling in course at CC or NDSU](https://www.transfer.org/uselect/courseEquivalencyGuide.htm?_flowExecutionKey=e2s1)
- [NDSU students enrolling in course at CC or MState](https://www.ndsu.edu/transfer/equivalencies/)
TRI-COLLEGE REGISTRATION FORM

Concordia • MSUM • NDSU • M State • NDSCS

Submit completed form to your Home Campus:
Concordia College: Registrar’s Office, Lorentzen 140, Fax 218-299-3224, registrar@cord.edu
Minnesota State University Moorhead: Records Office, Owens 104, Fax 218-477-2941, records@mnstate.edu
North Dakota State University: Office of Registration & Records, Ceres Hall 110, Fax 701-231-8959, ndsu.registration.records@ndsu.edu
North Dakota State College of Science: Admissions & Records, Haverty Hall 101, Fax 701-671-2648, NDSCS.StudentRecords@ndscs.edu
MState: Registrar’s Office, MState Moorhead campus D123, Fax 218-299-6584, registration@minnesota.edu

You will be notified if additional information is needed or if your home campus is unable to process your request. Unless you hear otherwise, your enrollment will be processed once open enrollment begins at the provider campus. Verify your enrollment through your home campus’ registration system. Refer to provider campus’ class schedule for course specifics.

My Home Campus: □ Concordia College □ Minnesota State University Moorhead □ North Dakota State University
I am seeking Tri-College enrollment at: □ Concordia College □ Minnesota State University Moorhead □ North Dakota State University

Legal Name: Last: ____________________________________________ First: ___________________________ MI: __________________
Maiden/Former Name(s): ______________________________________________________________________________________
Home Campus Student ID #: ___________________________________ Semester of TCU Enrollment: Fall  Spring  Summer  Year 20____
Date of Birth (mm/dd/yyyy): __________________________ Local Telephone Number: __________________________
Student Status: Undergraduate  Graduate  Professional  Gender: Female  Male
Home Campus Email Address: __________________________

Permanent Address: Street/PO Box __________________________ Apartment #: __________________
City ______________ County _____________ State ______ Zip Code __________
Country if not USA __________________________________________
Local Address: Street/PO Box __________________________ Apartment #: __________________
City ______________ County _____________ State ______ Zip Code __________

Are you a U.S. Citizen? Yes  No  If not a U.S. citizen, are you a Permanent Resident? Yes  No
State of residence: __________________________________________________________________ Resident since (month/year): ________________
Are you Hispanic/Latino*? Yes  No
Select one or more races* ___ American Indian or Alaska Native ___ Asian ___ Black or African American
___ Native Hawaiian or Other Pacific Islander ___ White/Caucasian
Are you a benefitted employee working at least 20 hrs/week at your home campus? Yes  No
(Graduate Assistants, work study employees and temporary employees excluded)

Tri-College Course Repeat - The following course is being taken to repeat the equivalent course at my home campus:
Home Campus Course: ___________________________________________ Term: ____________________
Department/Course Number/Title __________________________ semester / year

List the course you wish to enroll in through Tri-College:
• Course exchange is limited to one course per student per semester per participating campus and only if the course is not catalogued or offered on the student’s home campus in a given semester.
• For exceptions to the one course/semester limit, refer to Tri-College Registration Information Guide.

<table>
<thead>
<tr>
<th>Department (course prefix)</th>
<th>Course No.</th>
<th>Course Title</th>
<th>CRN/ Course ID/ Class Number</th>
<th>Credit</th>
<th>OFFICE USE ONLY</th>
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</table>
**Section A: Students enrolling in courses at MSUM, CC, NDSCS and MState complete the following:**

SSN ____________________________

* Your SSN would be used for student identification purposes. While you are not legally required to provide it, you are strongly encouraged to do so. You will be required to provide your SSN if you want documentation for educational tax benefits.

**Section B: CC, MSUM, NDSCS and MState students enrolling in courses at NDSU, complete the following:**

All students enrolling in courses at North Dakota State University **MUST ANSWER 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, please 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, please 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?** *(This includes juvenile offenders who are required to register.)*

   ___ No   ___ Yes  *(If yes, please 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: ______________

**Section C: CC, MSUM, NDSU, NDSCS and MState students complete the following:**

I have read and understand all Tri-College procedures, according to the Tri-College Registration Information sheet and by signing below, I accept all academic and financial responsibilities resulting from this registration transaction.

Signature ___________________ _____________________________________________

Date ________________________