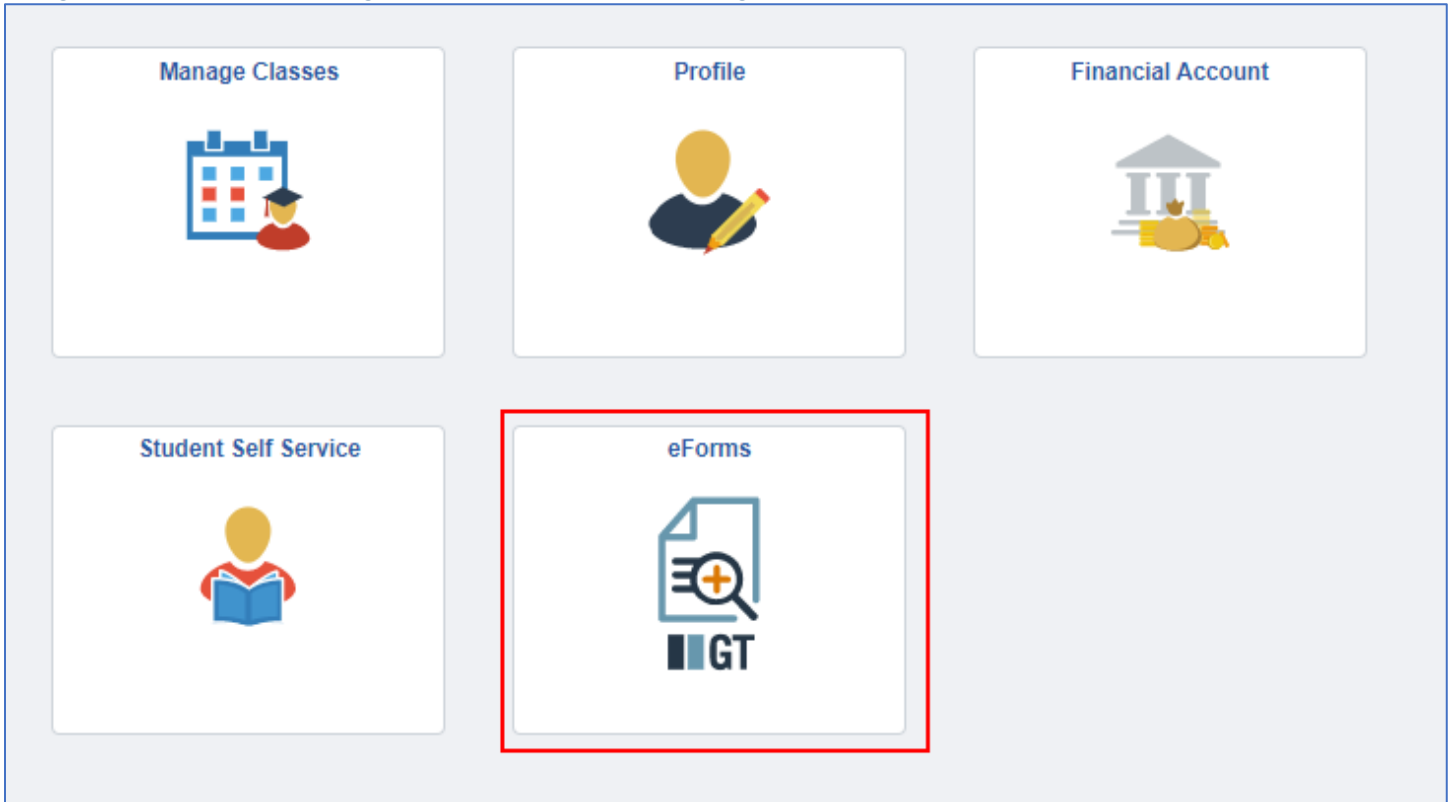# Form Submission (Completed by Student)

Navigation: Student Homepage > eForms > Collaborative Registration

1-The student will select their **HOME** Academic Institution. This will then pull up the Collaborative Agreement for the student to review. The student will then click 'Next' at the bottom of the page.

2-The form will populate with some prefilled information. Students will then be required to select their intended enrollment term and Provider Institution.

Student Information

Name	**Last name, First Name**
Student ID	**Student ID**
*Home Institution	Dakota College at Botti ▾

Are you currently enrolled in at least one course at the above home institution that counts toward your degree?

Yes or No ◯ No

Do you have an arrangement with a Third Party to pay for tuition and fees?

Yes or No ◯ No

Provider Institution Information

*Term	2021 Fall ▾
*Provider Institution	Valley City State Univer ▾

3-The student can then choose which collaborative classes they need to add or drop. The information in the 'Search' area will populate based on the provider school criteria entered by the student.

If a student is doing a search for a class, they must remove the 'o' from the Class Nbr to search by subject/course description/catalog nbr.

Search for: Class Nbr

▼ **Search Criteria**

Class Nbr (begins with)	0
Descr (begins with)	
Subject Area (begins with)	
Catalog Nbr (begins with)	

Search   Clear

If they are withdrawing/dropping from all collaborative courses, they must review the 'Collaborative Course Withdraw' information.

Provider Institution Information

*Term	2021 Fall ▾
*Provider Institution	Valley City State Univer ▾

Available choices for courses is based on term and institution for provider school

Collaborative Course Information

2 rows

	*Enroll Action ⇅	*Class Nbr ⇅	Description ⇅	Subject Area ⇅	Catalog Nbr ⇅	Insert A Row	Delete A Row
1	Add ▾	11836 🔍	Drawing II	ART	230	➕	➖
2	Drop ▾	11856 🔍	Printmaking II	ART	271	➕	➖

Collaborative Course Withdraw

If dropping all collaborative courses, are you also withdrawing from your home institution? *(If yes, a withdrawal from your home campus must be completed.)*

Yes or No ◯ No

4-The student will then need to accept the acknowledgement by toggling the 'No' button to 'Yes'

Student Acknowledgement

Student Consent to Release Educational and Financial Records: Pursuant to the Family Educational Rights and Privacy Act of 1974, as amended, I hereby consent to the release of the information concerning my academic and financial records to the provider institution, as indicated above. I also grant permission to the provider institution listed about to release an official transcript to the home institution once the course grades have been posted. I understand that such records may not be released except on the condition that the party to which the information is being released will not permit any other party to have access to such information without my written consent. I also agree to have the home institution, listed above, act on my behalf regarding registration and billing as it pertains to the provider institution.

Action Items

1 row

Acknowledgement

| 1 | ◯ No | As a collaborative student, I have read and understand the policies and procedures of being a collaborative student and accept all responsibilities and consequences as such. I understand this is just a request and I understand that my registration is not completed until I receive confirmation from the provider institution. |

4-A student can either **'Save'** a form for future updating or **'Submit'** to be processed. Previous takes them back to the first page where they can review the collaborative agreement or their home institution.

▸ **Comments**

| Previous | Save | Submit |

5-After the form is submitted, the student will get a results screen indicating successful submission of the form. The student will also get a notification that the form has been submitted.

Subject: SUBMITTED: NDUS Statewide Collab Form - Form ID: 100308

Hello,

Thank you for your submission. To view your request, please click here. If you have any questions, please contact your ND University System campus.

Thank you

Comments:

A student can also view a form's Approval Route' by clicking the Approval Route button.

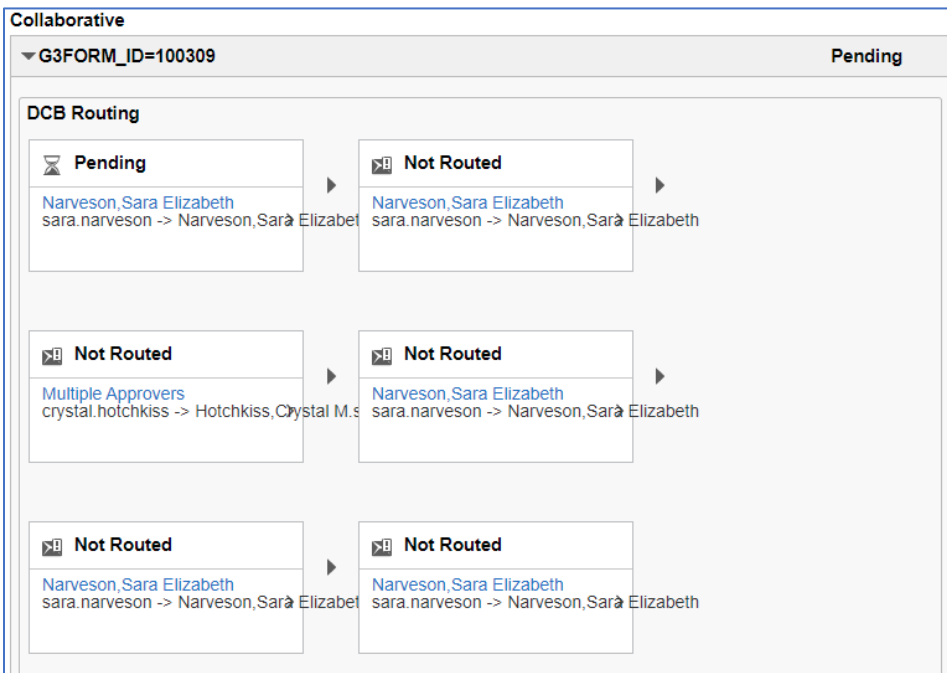You have successfully submitted your eForm.   Refresh

The eForm has been routed to the next approval step. Narveson,Sara Elizabeth.

View Approval Route

Transaction / Signature Log   1 row

	Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
1	08/24/2021 9:50:49AM	Initiated	crystal.hotchkiss	Hotchkiss,Crystal M.	Submit	

Collaborative

▼ **G3FORM_ID=100309**   **Pending**

DCB Routing

⏳ **Pending**
Narveson,Sara Elizabeth
sara.narveson -> Narveson,Sara Elizabet ▶

Not Routed
Narveson,Sara Elizabeth
sara.narveson -> Narveson,Sara Elizabeth ▶

Not Routed
Multiple Approvers
crystal.hotchkiss -> Hotchkiss,Crystal M.s ▶

Not Routed
Narveson,Sara Elizabeth
sara.narveson -> Narveson,Sara Elizabeth ▶

Not Routed
Narveson,Sara Elizabeth
sara.narveson -> Narveson,Sara Elizabet ▶

Not Routed
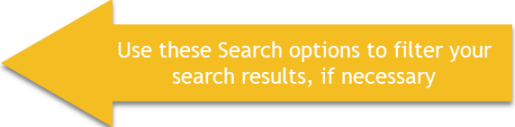Narveson,Sara Elizabeth
sara.narveson -> Narveson,Sara Elizabeth

Updating a previously saved form (Student Submission)

If a student saves a form to go back and complete later, they will access the form at:
Student Homepage > eForms > Update a NDUS eForm.

1-Clicking **Search** will bring up all forms that are in the user's queue or that have been submitted. A student will be able to see all pending and saved forms submitted by them.

Use these Search options to filter your search results, if necessary

2-The student can select the form they wish to updated. On this page a student can either choose to Save again, Withdraw the form, or Submit for processing.