

Guidelines for Specially Arranged Courses between Concordia and UNL (Business-Agricultural, Spanish and Geography)

This document explains the responsibilities of Concordia Nebraska students who take courses at the University of Nebraska-Lincoln in the areas of Business-Agricultural, Spanish, Geography or R.O.T.C.

The agreement between UNL and CUNE means courses taken at UNL are treated as if they were taken in residence at CUNE. This allows CUNE to make those courses eligible for financial aid. It also means the grades received are included in the Concordia GPA.

Concordia does not have any special way to assist CUNE students in their UNL registration. CUNE students will have some extra responsibilities detailed below.

Concordia will pay the tuition charged by UNL for coursework taken at UNL. However, UNL will also apply a number of fees each semester which are billed to the CUNE student once the Student Accounts office receives fee amounts from UNL. CUNE has no control over those fees. Additionally, there is a flat fee per semester charged to the student by CUNE for UNL Consortium classes. The current fee amount for UNL Consortium classes can be found at <https://www.cune.edu/today/students/student-financial-services/undergraduate-rates-and-explanation-fees>.

The student is responsible for applying for admission, registering at UNL each semester and communicating that registration with CUNE's registrar. This starts with applying for admission as a visiting student at UNL. The application fee is the student's responsibility.

The course selection at UNL should be based on consultation with the CUNE academic advisor and possibly UNL faculty.

Again, registration for the courses is the student's responsibility. Concordia's registrar can assist in some cases, for instance when a prerequisite course has been taken at CUNE.

Courses at UNL must be taken for a letter grade (not pass/fail).

Both application and registration are done via the web. UNL will require some documents for admission – immunization records, for example. UNL will provide a student portal account; we cannot connect CUNE's student portal to UNL's, so the student will need to maintain both accounts. CUNE's registrar has no way to obtain student information from UNL so it is the student's responsibility to keep CUNE informed. This can be via email to registrar@cune.edu.

CUNE will co-register the student so the UNL courses are in the CUNE schedule.

At the end of each semester the student must provide CUNE with final grade reports so we can record the grades. Official transcripts from UNL will be required to record credit.

Summary:

Student responsibilities:

- Apply to UNL as 'visiting student'; provide documentation as needed by UNL
- With CU academic advisor, determine appropriate courses.
- Using the portal UNL provides (MyRED), register for courses.
- **Inform CU registrar either in person or to registrar@cune.edu of UNL registration status by Concordia add/drop deadline.**
- Pay Concordia bill by the semester due date. If Concordia is not notified of UNL coursework prior to initial billing, a revised billing statement will be sent that includes UNL fees and the CUNE Consortium fee. Student is responsible for all applicable UNL and Concordia fee charges.
- Maintain CU and UNL portal and blackboard accounts.
- Complete courses.
- Provide final grades to CU registrar (normally an official UNL transcript).
- Provide an official UNL transcript following final UNL course.

Concordia responsibilities:

- Academic Advisor: provide advice to student regarding course selection and sequencing.
- Record UNL courses in CU registration.
- Record grades from UNL courses upon receipt of sufficient documentation.

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