

OHSU Student to Take NEXus Course at Another Institution Checklist

(Students **MUST** follow these steps, in the order they appear, to enroll and register for a NEXus course at another institution)

- 1. Student in conjunction with Faculty Advisor agree on the appropriateness of NEXus course (s) in the student's program of study.
- 2. The Faculty Advisor signs the [*NEXus Course Enrollment Request OHSU School of Nursing – Internal Tracking Form*](#).
- 3. The student submits this form to Campus Staff Coordinator.
- 4. If the Faculty Advisor approves the student to take a NEXus course as a substitute for an OHSU course, the [*Academic Petition Form*](#) must also be completed.
- 5. The student submits this form to Campus Staff Coordinator.
- 6. Upon completion of the course, Campus Staff Coordinator obtain the required signatures and submit the form to the Registrar.
- 7. Student completes the [*NEXus Student Enrollment Tracking Form*](#). The student submits this form to Campus Staff Coordinator.
- 8. When applicable, the student will fill out the [*OHSU Consortium Agreement*](#) form. Contact Campus Staff Coordinator to get this form.
- 9. The student submits this form to Campus Staff Coordinator.
- 10. Student checks NEXus website (www.winnexus.org) for the teaching institution's registration and course completion procedures, enrollment information sheet, and staff coordinator's information. Student should click on "Enrollment Information" under the Student tab on the NEXus website. Student must work with the Campus Staff Coordinator at the teaching institution, according to their guidelines and procedures for enrolling at the teaching institution and registering for the course.
- 11. Student receives a transcript request form or link to the form, from the teaching institution. Alternatively, student refers to the teaching institution's enrollment information sheet to obtain instructions on obtaining the transcript request form. **If you are asked to pay a transcript and/or application fee, please contact Campus Staff Coordinator **FIRST**, so**

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that she can see if these fees can be avoided.

- 12. After completing the transcript request form, student should scan and email it to Campus Staff Coordinator, Program Associate and the Teaching Institution's Campus Staff Coordinator.
- 13. Student must notify Campus Staff Coordinator by email when successfully registered for the NEXus course at another teaching institution.