



## Information and forms packet

# Consortium Agreement with non-CU School

Enclosed:

- Fact Sheet
- Procedure for Students
- Checklist for Students
- Procedure for Advisors
- Registration form
- “Consortium Agreement” form

# Registering for courses at another school -- Fact Sheet for Students

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## How Taking Classes through Consortium Agreement Benefits You

- In order to earn credit toward your Naropa degree at another school, you must complete this consortium agreement process or complete the transfer credit pre-approval process.
- Your place at Naropa is held while you take classes at another school.
- You can get Federal financial aid for classes you take at another school.
- The credit hours for the classes you take at the host school count toward the total number you need to get federal financial aid at Naropa.

## Getting started

- Start early! The process is not difficult but can be lengthy.
- Do the research. Be sure you get copies of the program and course descriptions before you speak with your advisor. Find out from the host school who your contact person is so when you or your advisors have questions you are speaking to the same person.

## Studying Abroad

- If you wish to study abroad you'll need to use the Study Abroad Consortium Packet

## Qualifying for Consortium Agreement

- If you have already transferred your maximum transfer credits from another school, you cannot take consortium agreement courses.
- Courses taken at another school cannot count toward your major or minor but *must* count toward your degree at Naropa (grad students: consortium agreement courses must count toward degree). Your advisor will help you determine whether the courses you wish to take will count toward your degree.
- You must be in good standing at Naropa – you cannot be on disciplinary or academic probation or suspension. Your cumulative GPA must be 3.0 or higher.
- You must be a junior or senior or a graduate student.
- You cannot take courses for which the equivalent is offered through Naropa.

## Paying the bill

- Pay your bill at the host school. You will not be billed by Naropa for your courses taken at the host school, even though these will show on your schedule as ISO classes.
- Naropa will charge you the standard registration fee plus a \$20 administrative processing charge per credit you take through consortium.
- If you are taking a full time course load you will also be charged for a bus pass and student health insurance. If you are taking classes at an out-of-state school, see Student Affairs for bus pass waiver. If you are taking classes at Naropa as well, you must pay for them before the deadline.

## Financial Aid

- If you are receiving financial aid from Naropa, your financial aid will be based on the cost of attendance at the host school.
- You cannot use Naropa grants, scholarships or workstudy to pay for your courses at the host school unless you are also taking a full-time load at Naropa. Speak with Financial Aid for questions regarding this.
- If you are taking at least a half-time course load either on campus or through the consortium, you will be eligible to be considered for Federal Pell grants (undergrads only) and Federal Stafford and PLUS loans.

# The Process

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*If you wish to take courses at CU, please use the Consortium Agreement with CU packet.*

- Speak with the host school you hope to take classes with.
  - Obtain a description of the program and course descriptions for the courses you would like to take.
  - Find out the name and phone number of the person you should speak with at the host school for questions about the consortium agreement. This person may be in registration or financial aid.
  
- Speak with your advisor at Naropa.
  - Bring the course descriptions, program description and the name of the contact person at the host school.
  - Your advisor will ensure that you qualify and help you be sure that the school you wish to take classes from is eligible. Eligibility is determined by Title IV Federal Financial Aid, whether or not you are planning to use financial aid. Your advisor will sign a consortium agreement form.
  - If you will be out of state or out of the country, determine how you will contact your advisor while you are gone. If you have concerns or questions, you will want to easily be able to contact him or her.
  
- Bring the Consortium Agreement form to the Associate Dean of Undergraduate Curriculum for approval.
  
- Submit the form to the host school for approval and signature. The completed Consortium Agreement form must be returned to Naropa University, Student Administrative Services (SAS).
  
- When this is complete, you and your advisor will fill out and sign a Naropa registration form
  - Submit the registration and completed consortium agreement form to SAS before the last day of drop/add. Attach course descriptions and proof of accreditation of the school
  - SAS evaluates your courses for core area requirements and will call you if there are any discrepancies or questions.
  - SAS will register you in special “ISO” (individual study opportunity) courses that will hold your place at Naropa and allow you to receive federal financial aid.
  
- Follow the instructions the host school gives you on how to register for their classes, when classes start, and other requirements.
  
- ⇒ If you decide to drop any of your courses at the host school, you must also drop your “ISO” courses through Naropa’s Web Registration system. If you are adding a course, you must contact your advisor for assistance. Failure to change those courses through Naropa will result in an “F” on your Naropa transcript.
  
- ⇒ After completion of the course(es) you must submit an *official* transcript to the Naropa office of Student Administrative Services within one semester. The transcript must be send directly from the host school, or in an envelope sealed by the host school’s office of the registrar. Failure to submit a transcript within one semester after course completion will result in a grade of F.

# Checklist

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- Research the school to find out about the program, and who your contact person is. Obtain course descriptions and proof of regional accreditation.
- Meet with your advisor to determine eligibility. Bring your course descriptions and proof of accreditation.
- Obtain signatures from the Associate Dean of Undergraduate education.
- Send the Consortium Agreement to the host school for approval.
- Be sure to get the Consortium Agreement Registration form and registration form with course descriptions and proof of regional accreditation to SAS before the last day of drop/add.
- Confirm that you have been registered at Naropa for your consortium agreement courses by checking web registration. The courses will appear with the designator ISO (e.g. "ISO379").
- Register for your classes with the host school according to their directions.
- If you decide to drop any classes with your host school, also drop the corresponding ISO course through Naropa's web registration system before Naropa's last day of drop/add. To add, contact your advisor. Failure to change the course(s) through Naropa will result in a grade of F for that course.
- Pay your Naropa bill – the standard registration fee, student health insurance and a bus pass (unless you obtained a waiver). You will also need to pay on time for any courses that you are taking at Naropa.
- After completion of the course(es) you must submit an *official* transcript to the Naropa office of Student Administrative Services within one semester. The transcript must be sent directly from the host school, or in an envelope sealed by the host school's office of the registrar. Failure to submit a transcript within one semester after course completion will result in a grade of F.

## SAS Contact Information

Naropa University  
Student Administrative Services  
2130 Arapahoe Ave  
Boulder CO 80302

Ph: 303-546-3500  
Fax: 303-546-3536

# NON-CU Consortium program: Advisors' Process

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- **Eligibility**
  - **A large number of students who take courses through consortium agreement drop their courses or receive grades of F due to failure to submit transcript or failing of courses at the host school. Screen students carefully to ensure that they are fully capable of success in taking courses through another school.**
  - Check to make sure the student will not exceed maximum transfer credits. Consortium agreement courses apply the same as transfer credit, even though the student is registered as ISO at Naropa.
  - Determine the eligibility of the host school. The host school must be accredited and eligible for Title IV Financial Aid (regardless of whether the student receives financial aid). Student should provide the documentation.
  - ISO courses do not count towards a student's major or minor but *must* count toward the degree.
  - Student must be in academic and disciplinary good standing.
  - Student's cumulative GPA must be 3.0 or higher.
  - Student must be a junior, senior or graduate student.
- **Approval**
  - Advisor must sign consortium agreement.
  - Associate Dean of Undergrad Curriculum must sign consortium agreement for undergrads.
  - Student must receive approval & signatures from host school on the consortium agreement form. This form must be returned to Student Administrative Services before the student can be registered in ISO classes.
- Fill out a Naropa Registration form with course titles and number of credits. Please indicate which core area the student would like each course evaluated for (see form). Registration will call student if there are any discrepancies.
- Send registration form to Student Administrative Services before the last day of drop/add. Course descriptions and proof of accreditation must be attached.
- SAS will evaluate the courses for core area requirements, and register the student in the courses
- Students will be charged the regular registration fee, a \$20 per credit administrative processing fee, a bus pass and student health insurance. If the student will be out of state, the student may apply for a bus pass waiver through Student Affairs.
- Financial Aid will be based on cost of attendance at the host school. Students cannot use scholarships, grants or other campus-based aid to take consortium agreement classes
- Remind students that if they decide to drop one of the courses at the host school, they must also drop their corresponding Naropa class through web registration. To add one, they must contact you.
- Remind students that, after completion of the course(es) they must submit an *official* transcript to the Naropa office of Student Administrative Services within one semester. The transcript must be sent directly from the host school, or in an envelope sealed by the host school's office of the registrar. Failure to submit a transcript within one semester after course completion will result in a grade of F.



# Consortium Agreement Registration Form

**REQUIRED ATTACHMENTS: Proof of Title IV Eligibility, Proof of Accreditation,  
Course Descriptions, & Consortium agreement documentation**

LAST NAME	FIRST NAME	MI	STUDENT ID #
MAJOR(S)		Cumulative GPA (Must be 3.0 or higher)	LOCAL TELEPHONE # SEM/YEAR
		<b>HOST SCHOOL</b>	

ISO Number (Registration Staff Only)	Course Title	Cr. Hrs.	To have course evaluated for a core area, list area here. Otherwise, course will be entered as elective
<b>ISO</b>			
<b>ISO</b>			
<b>ISO</b>			
<b>ISO</b>			
<b>ISO</b>			
<b>ISO</b>			
<b>ISO</b>			
<b>ISO</b>			
<b>TOTAL Cr. Hrs.</b>			

I have read and understand the policies and procedures regarding consortium agreement. I understand that it is my responsibility to abide by Naropa's drop/add schedule and that I must submit an official transcript to Naropa's registration office within one semester after finishing the consortium classes. Failure to abide by *any* of these policies will result in grade(s) of F.

STUDENT SIGNATURE	DATE
I have determined that this student meets the qualifications for taking courses through consortium agreement	
ADVISOR SIGNATURE	DATE

Student Name \_\_\_\_\_

Student SSN \_\_\_\_\_



NAROPA UNIVERSITY

## Consortium Agreement

This agreement is between Naropa University (the home institution) and the institution listed below (host institution). For Federal Student Financial Assistance Programs and other purposes, the student will be considered to be enrolled at the home institution. The home institution will process and administer financial aid (Federal Pell Grants, Federal Subsidized and Unsubsidized Stafford Loans and Federal PLUS loans) for the student, in accordance with its policies and procedures, and the host institution agrees not to provide financial aid to the student registered under this agreement.

### Part I: To be completed by the student

\_\_\_\_\_  
Name

\_\_\_\_\_  
SS#

I will inform the Naropa University Financial Aid Office immediately of any financial aid I receive from other sources for this period. Other aid may require an adjustment to federal aid for which I may be eligible. I understand that course credits from the host institution will be applied toward my Naropa University Baccalaureate degree provided courses are satisfactorily completed and credits are accepted by the Naropa College. I authorize my financial aid to be used for any balance owed to Naropa University, and understand that I am fully responsible for any payment of tuition, fees, or other expenses to the host school.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

### Part II: To be completed by Naropa University

Following successful completion of the described courses at the host institution and transfer of course credit information and course descriptions to Naropa University, credits earned will be applied toward the student's degree requirements at Naropa University as long as the program of study has been incorporated into the student's plan and approved by the department and advisor. Approval of the term away from Naropa is also contingent upon successful completion of the student's current term at Naropa.

\_\_\_\_\_  
Signature of Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Associate Dean of Undergrad Educ (undergrads)  
OR Department Chair (Grad Students)

\_\_\_\_\_  
Date

2130 ARAPAHOE AVENUE ■ BOULDER, COLORADO 80302-6697  
TELEPHONE 303-444-0202 ■ FAX 303-444-0410 ■ WEBSITE [www.naropa.edu](http://www.naropa.edu)  
*An accredited university offering bachelor's and master's degrees in the arts, humanities and social sciences*

Student Name \_\_\_\_\_

Student SSN \_\_\_\_\_

### Part III: To be completed by the Host Institution

**College/University Name**

**Program Title**

**The above  
named student  
is enrolled for:**

12 or more sem. Credits	<input type="checkbox"/>
9 –11 credits	<input type="checkbox"/>
6 -- 9 credits	<input type="checkbox"/>

From (Semester Begin Date):
Through (Semester End Date):

**The costs of attendance for this student’s course of study are as follows:**

	Semester/YR: _____	Semester/YR: _____
<b>Tuition/Fees</b>	\$	\$
<b>Room/Board</b>	\$	\$
<b>Travel</b>	\$	\$
<b>Books</b>	\$	\$
<b>Personal/ Misc.</b>	\$	\$
<b>TOTAL:</b>	\$	\$

Within thirty days of the completion of the academic period, grades or evaluations, credit information and course descriptions will be sent to Naropa University. All records will be kept on file by Naropa University.

*The host institution agrees to notify Naropa University within thirty days if the student: fails to enroll, withdraws from the institution, or changes enrollment status*

Any adjustments to the student’s cost of attendance at this institution must be consistent with procedures for other students enrolled at your institution. Should the student withdraw, Naropa University, in consultation with the host institution, is responsible for calculating the Return of Title IV Funds in accordance with federal regulations. Any refunds must be returned to Naropa University as the Financial Aid Office there is responsible for the return of Title IV funds to the appropriate programs.

Any financial aid awarded to the student by Naropa University will be disbursed to the student after the student’s continued eligibility for the aid has been verified by Naropa University’s Financial Aid Office and after any balance owed Naropa University is satisfied. No aid will be disbursed to the student’s account until Naropa receives written verification from the host institution (form attached) that the student is fully registered for classes. The student is responsible for payment of all expenses to the host institution.

Signature of School Official

Date

Telephone

Name

Title

Student Name \_\_\_\_\_

Student SSN \_\_\_\_\_

### Student Registration Verification and Host School Contact Information

Student Name

Student SSN

I certify that the above-named student is registered for

\_\_\_\_\_ credits for the

\_\_\_\_\_ academic term at:

Name of Host Institution

SIGNATURE

DATE

HOST SCHOOL CONTACT NAME

TITLE

CONTACT ADDRESS

PHONE

FAX

CONTACT EMAIL

Please return this completed form to:

Naropa University Financial Aid Office  
2130 Arapahoe Ave.  
Boulder, CO 80302

(303) 546-3534  
Fax(303) 546-3536  
email [finaid@naropa.edu](mailto:finaid@naropa.edu)