

# LCMS

## Concordia University System - Simultaneous Enrollment

The Simultaneous Enrollment Program structures a method for CUS students to enroll for classes and other educational opportunities on another CUS campus for up to one year without loss of credits.

The following description is an excerpt from a Policy Manual:

### **CUS Simultaneous Enrollment Program**

All CUS students are eligible to register for courses and events on other CUS campuses without additional matriculation, within applicable policies. The three programs are:

- **Distance Learning Program:** All CUS students can register for courses taught by other CUS campuses via distance education.
- **Visiting Student Program:** All CUS students can become resident students on other CUS campuses without additional matriculation.
- **Travel Study Program:** All CUS students can participate in travel/study events conducted by other CUS campuses.

### **Student Eligibility**

Any student currently enrolled and in good standing at his/her home campus is eligible to apply for the Simultaneous Enrollment programs of the Concordia University System. Simultaneous Enrollment is a privilege rather than a right.

The home institution is responsible for establishing the qualifications of all applicants which it sends to a host institution.

Visiting Students must have completed at least one term at the home campus and have at least a sophomore standing, having at least a 2.00 cumulative GPA.

Visiting Students are limited to 2 semesters (3 quarters) visiting other campuses.

Student enrollment in summer or other special short academic sessions is not considered part of the Visiting Student program.

Visiting Students do not make application for admission to the host campus.

Traveling Students are to have completed one term at the home campus.

### **Program Publicity**

Each campus is to ensure that students have adequate information on Simultaneous Enrollment programs. The office of the registrar on each campus shall make the following information available:

- Academic catalogs from the Concordia University System campuses.
- Current academic calendars, course schedules, and materials describing special programs and trips.
- Simultaneous Enrollment Program application materials.

### **Courses Eligible**

Any course offered at a cooperating Concordia University System campus may be considered for Simultaneous Enrollment (assuming proper prerequisite background), with the exception of courses that are deemed unavailable because of specific institutional requirements.

Course work should be beneficial to the overall educational program worked out between the student and his/her advisor.

If the coursework is to apply to a specific program, it must be pre-approved by the advisor. Students should work closely with the home institution to determine if courses taken through the Simultaneous Enrollment Program will meet program requirements of the home campus.

### **Registrations, Grades, and Records**

The process for Simultaneous Enrollment Program registration begins and ends at the student's home campus, where the registrar is responsible for sending out the registration to the campus where the courses are offered and for recording the grades on the home transcript.

The registrars will maintain a record of program enrollment for both incoming and outgoing students at their own campuses.

In all cases, the registrar at every campus, in consultation with the instructor, has the final word on who is admitted to the course.

In courses commonly overloaded, instructors should be encouraged to make room for as many Simultaneous Enrollment students as possible. In the interest of fairness, institutions may adopt a first-come, first-served policy; others may try to reserve a few spaces for Simultaneous Enrollment Program students; and still others may subscribe to a ranking formula that gives preference to home majors and, in turn, to all seniors, Simultaneous Enrollment Program majors, juniors, and so forth.

Should the number of registrations rise or fall in some dramatic way, or should imbalances pose a burden to any one institution, appropriate administrators will be called upon to assess the situation and intervene with appropriate adjustments.

Changes in course registration must have the approval of the home campus and follow procedures of the host campus.

Grades are recorded as part of the home campus official transcript and are calculated in the home campus grade point average.

There may be situations where there is not a common system of grading and credits. In such cases the home campus "translates" grades and credits from another campus into their own system. Students requesting a transcript do so from their home campus.

### **Host Campus Policies**

The student is subject to the guidelines and policies established and administered by the host institution. In special problem situations the home campus reserves the right to take additional action.

### **Fees**

Tuition is paid at the home campus, based on what the assessment would normally be if the student were taking the course load on the home campus.

For students needing room and/or board arrangements, the host campus will provide information on the nature of services available along with the associated rates. These charges will be paid by the student to the host campus.

Visiting and travel study students using other host campus services that carry special fees will pay such fees to the host campus.

Distance learning students pay fees to the home campus.

Institutional transfer of funds for expenses incurred through distance learning programs will be determined and expedited by the appropriate administrators.

### **Financial Aid**

Simultaneous Enrollment Program course load is considered part of the student's total credit load at the home campus and as such is subject to home campus financial aid procedures.

Students will continue to receive federal, state, institutional aid and other outside scholarships while participating in the Simultaneous Enrollment Program.

For more information, please contact your campus Registrar.

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