

Student Services

The Academic Affairs Council of North Dakota University System believes that NDIVN and all of the other human and physical resources of the North Dakota University System are intended to serve society, in general and students, in particular. They believe that we should make every effort to utilize the system to deliver services in a simple, straightforward manner that does not involve the development of complicated agreements.

Cross-listed Course Option

IVN offers more than one option when delivering courses over this medium. Any campus authorized to offer the level and discipline involved may elect to become a receiving campus (with the approval of the sending campus) and to offer an IVN course as if it were its own course regardless of which is the sending campus and would then be cross-listed.

The IVN course offered by the receiving campus is treated as any other on-campus course; the receiving campus handles i.e. credit, tuition, fees and financial aid. The course is supported by appropriated or other local funds by each sending and receiving campus. The sending campus compensates faculty (as either part of a regular load or as an overload), technical and other personnel and supports other associated costs. The receiving campus compensates any required personnel on that campus and supports any associated costs.

The course is offered in the receiving campus schedule of classes under a distinctive course number common to all authorized disciplines on that campus and is conspicuously identified in the class schedule as well as on transcripts as an IVN course offered by the sending institution.

The Registrar of the receiving institution will also maintain the appropriate data provided by the sending institution for historical purposes.

Sending Campus Option

In the event a receiving institution is not authorized to offer the level of the course or the course discipline but both the sending and the receiving institution's wish to make the course available to students in the receiving institution's geographical area, the sending campus will enroll a student if he/she was an on-campus student.

The sending campus responsibility, in cooperation and assistance with the receiving institution includes:

- Admitting the student to the sending institution
- Registering the student for the course
- Assisting with the financial aid process
- Providing the appropriate forms for the student to purchase textbook(s), reading packet(s) through the sending campus bookstore
- Provide counseling services for the student

Under this option the sending campus also:

- Retains the academic credit(s)
- Retains the tuition
- Retains the student activity fees
- Retains the responsibility for the quality course/program

Student services require careful planning in order to assure the distance students equal access as well as quality course delivery.

Student Services include:

Registration

The sending campus (host site) will develop a process for off-campus registration. Issues that need to be addressed are opportunities for students to register the first session of the class, registrations handled between the host site and students directly, and if a pre-registration deadline will exist.

Site Coordinators as well as the student should have clear, direct guidance from the host site registrar as to registration procedures. Students also will not receive the per credit cost break once registered for 12 credits unless the additional courses he/she register for are on the same campus.

Financial Aid

Students should contact the financial aid office on their campus for information pertaining to assistance for distance education courses.

Library

- Contact the Site Coordinator to determine how distance students not registered on the campus access the library.
- Determine how each receiving campus wants to handle interlibrary loans, reserve materials, videotapes on reserve, as well as any other resource materials facilitated by the library. Contact the librarian for assistance with the copyright clearance process.
- Arrange for a library orientation for distance students.

Bookstore

- Faculty is responsible for submitting book orders for the course, which includes the student at a distance.
- Faculty is responsible to facilitate the copyright clearance process for reading packets and articles to be copied for students.
- Faculty is responsible for contacting the bookstore manager at the host site to determine how to make textbook(s), reading packet(s) available for distance students.

Computer Access

- Do not assume that all campuses have the same computer access and arrangement as the host campus.
- If computer access, Internet access are to be part of the requirements for the course it will be necessary to contact each receiving campus and make arrangements for this.
- The host campus will be responsible for providing the software and the license.
- Be familiar with the location of computer clusters for students at the host site and the receiving site(s).
- Contact the receiving site(s) to see if there is room available to install new software.
- Contact the computer service personnel at the distance sites and arrange for student email accounts and access to computer labs as well as any appropriate training.
- Make arrangements with computer services to assist distance students with learning how to use e-mail.

Student Affairs

- Contact campus disability services and see what services are available for students requiring special needs.
- Arrange for assistance for students requiring tutoring.
- Students enrolled in a program from your campus will require student advisement. Make arrangements for site advising.
- Address issues related to the grievance process.

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Continuing Education

- Contact the Site Coordinator to understand the role Continuing Education has with distance education on the campus.
- If the course is not part of Continuing Education, the office still may have the responsibility to assist with the promotion and registration of the course(s).
- Continuing Education may also be able to assist with understanding the process involved in the delivery of an off campus course.