

## Advisor Update regarding Cooperative Courses with University of Idaho

This fall the Presidents and Provosts at UI and WSU reaffirmed our commitment to providing cooperative courses. They stated:

“For years the University of Idaho and Washington State University have been offering courses together to allow a varied and robust educational experience for our students. However, it is no longer prudent to continue operating the Cooperative Course Program without official enrollment information. Accurate enrollment data is needed to manage cooperative courses with limited seats, to properly credit faculty and academic units for teaching, for resource allocation decisions, and to enable each university to notify and advise all students on their campus, including those from the other university attending cooperative courses – of rapidly evolving and potentially dangerous ongoing emergencies.” (Excerpt from Provosts’ letter to the UI and WSU Deans, Associate Deans, Department Chairs, Faculty Senate Leadership, and VP Business Affairs, and VP Enrollment Management dated September 12, 2011)

As we move forward the two universities’ Registrar Offices are working with colleges to reengineer procedures for course offerings and student enrollment.

Some initial items to note:

- Students will register at the institution offering the course. A short application will be available for degree-seeking students who wish to participate in the cooperative program with UI. Registration for cooperative courses will open May 1, 2012, for fall semester.
- Each institution will open only those courses that it is offering. (For example, if a course is being taught by WSU, one section will be opened for registration for both UI and WSU students.)
- Listings of the cooperative courses will be available to students on websites for both universities and at both universities’ Registrar’s Offices. WSU students can go to the following site, <http://www.uidaho.edu/registrar/registration/coop> to view the cooperative information and application specifically for Washington State University Students.
- UI students can view courses that they can take at the WSU Registrar’s page, <http://registrar.wsu.edu/Registrar/Apps/HomePage.ASPX>, by clicking on the Cooperative Course link.

What do you tell WSU students interested in taking cooperative courses at UI?

- First verify the student is degree seeking and is eligible to register fall semester.
- Have the student fill out the UI Non-Degree Co-Operative admission application at the UI website listed above.
- After being admitted to UI as a non-degree student in the cooperative program, the student will receive credentials from UI to register using VandalWeb, UI’s student information system.
- WSU students will not be charged tuition at UI, but will be responsible for any special course fees.
- WSU student credit hours at UI will count toward their enrollment hours at WSU for billing and financial aid.
- UI Coop Classes for WSU Students may be viewed at <http://www.uiweb.uidaho.edu/schedule/>.
- Registration will open on May 1, 2012, for fall semester.

As processes are finalized for the new cooperative procedures, I will continue to update you. I am attaching a complete list of procedures on the next page in case this is useful to you. Please let me know if you have any questions.

Thank you.

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## Cooperative Courses Procedures

A WSU student taking a cooperative course at UI will:

- Be admitted to UI through a streamlined admission process. (Note that the WSU Registrar's Office will check that the student is degree seeking and able to register at WSU prior to UI processing the application, i.e., in good standing, holds removed, etc). The admission application fee will be waived.
- Register at UI into the cooperative course, beginning May 1.
- Have UI non-resident tuition charged and waived.
- Have any UI special course fees charged.
- Have a placeholder course (UI\_COOP 900) added by the WSU Registrar to reflect UI enrollment and to make business processes work seamlessly. The placeholder course credits will be adjusted if the student adds or drops cooperative courses.
- Have WSU tuition charged, including UI credit hours (and be charged for credits under 10 or over 18, as appropriate).
- Have WSU financial aid include UI credit hours.
- Gain access (seamlessly) to Learning Management System, libraries, etc.
- Appear (seamlessly) on class roster and grade roster.
- Have UI transcript sent to WSU, at end of term, without request or fee.
- Have UI course work posted as transfer credit with the appropriate transfer course equivalencies.

A UI student taking a cooperative course at WSU will:

- Be admitted to WSU through the non-degree application online. (Note that the UI Registrar's Office will check that the student is degree seeking and able to register at UI prior to WSU processing the application, i.e., in good standing, holds removed, etc). The admission application fee will be waived.
- Register at WSU into the cooperative course, beginning May 1.
- Have WSU non-resident tuition charged and waived.
- Have any WSU special course fees charged.
- Have a placeholder course added by the UI Registrar to reflect WSU enrollment and to make business processes work seamlessly. The placeholder course credits will be adjusted if the student adds or drops cooperative courses.
- Have UI tuition charge, including WSU credit hours (be charged for credits under 10 or over 18, as appropriate)
- Have UI financial aid include WSU credit hours.
- Gain access (seamlessly) to Learning Management System, libraries, etc.
- Appear (seamlessly) on class roster and grade roster.
- Have WSU transcript sent to UI, at end of term, without request or fee.
- Have WSU course work posted as transfer credit with the appropriate transfer course equivalencies.

## Cooperative Courses in the WSU Catalog

- All cooperative courses taught by UI will be listed at the WSU Catalog website in a separate section. They will no longer be listed as part of a department's course offerings since they are taught by UI. In the snapshot of the printed catalog, the UI courses will be listed in the general information section. In the online catalog, there will be UI Cooperative Courses link posted summer 2012. Other online resources will be available as they are developed.
- All cooperative courses taught by WSU will continue to note the cooperative status in the departmental sections of the WSU catalog.