

Metro College Alliance Apply for a Minor Form

Concordia College | MSUM | NDCS | NDSU | M State

Step 1 (Student) Use a computer to complete, sign and save this form. Check that every box is complete or has "n/a". Then, email the form to host campus registrar's office for review, approval, and signature. Use the email link in Contact Information.

Step 2 (HOST Campus Registrar's Office) The host campus reviews, attaches the curriculum and requirements for the minor, approves, and signs the form. The documents are forwarded to the home campus registrar.

Step 3 (HOME Campus Registrar's Office) The home campus notifies the student via email of approval and provides the host campus's curriculum and requirements. Notification is placed in the student's campus electronic file.

Step 4 (Student) Review and save the host campus' curriculum/requirements. Each semester use the **Course Exchange Registration Form** and course schedule links at <https://www.tri-college.org/> to register for class(es).

Contact information

Concordia College: Registrar's Office, Lorentzsen 140, registrar@cord.edu

MSUM: Records Office, Owens 210, registrar@mnstate.edu

NDSU: Office of Registration & Records, Ceres Hall 110, <https://filetransfer.ndsu.edu/filedrop/ndsu.registrar@ndsu.edu>

My home campus is	Concordia College	MSUM	NDSU
Applying for a Metro College Alliance minor at host campus	Concordia College	MSUM	NDSU
<i>(Email completed form to host campus.)</i>			
Title of the minor			

Last Name	First	Middle
Home Campus Student ID #	Initial Host Campus Student ID # <i>(if known)</i>	
Date of Birth (mm/dd/yyyy) / /	Local Telephone Number	
Home Campus Email Address <i>(email is the official form of communication - you must use your home campus email address)</i>		

Expected Date of Graduation							
Semester	Fall	Spring	Summer				
Year	2024	2025	2026	2027	2028	2029	2030

I understand this request requires review and processing by the host and home campus registrar's offices, which requires extra time and advance planning on my part. Initial here

*I understand that EACH semester a new Course Exchange Registration Form is needed to register for a specific class(es). I will use the curriculum/requirements provided in **Step 3** to select classes. Initial here*

Required Signatures

Student _____ Date _____

Host Campus Registrar's Office _____ Date _____

Office use only:
