CROSS ENROLLMENT AGREEMENT

Northwestern State University/Northwest Louisiana Technical College/Central Louisiana Technical Community College

Since it is incumbent upon the institutions of higher learning in the State of Louisiana to serve their clients in an efficient manner, and,

Since postsecondary education budgets are limited, and resourceful methods must be found to affect economics without affecting quality, and,

Since the Northwestern State University (NSU) and Northwest Louisiana Technical College (NWLTC) are committed to providing services to the citizens of the Louisiana as their major mission, and,

Since cooperation between NSU and NWLTC will underscore for the State of Louisiana the importance of postsecondary education interaction, therefore:

NSU and NWLTC hereby enter into this Cross-Enrollment Agreement to accommodate students enrolled at either institution subject to the following terms and conditions:

1. For the purposes of this MOU, NSU will be considered the HOME institution, and NWLTC will be considered the HOST institution.

2. A student enrolling under this Agreement must enroll in and pay tuition and fees at one institution, which the student designates as his or her home institution. The secondary institution, at which the student also takes classes, is designated as the secondary or host institution. The home institution will assess tuition and any mandatory fees for courses taken at the host institution, based on the host institution's rate.

3. A student enrolling under this Agreement must be eligible for admission at both the home and host institutions and must provide required documents (e.g., transcript(s) and placement test scores, if no credit is earned in college-level English and/or Math). The student must complete all requirements for admission at both institutions and must follow the admissions procedures of each institution. No application fee will be required at the host institution. Students taking developmental coursework at the host institution will not necessarily be admissible to both institutions. This is the only exception to this requirement.

4. A student may not enroll at the host institution for any course offered at the home institution during the academic semester of the cross enrollment, unless the course is full or not offered at the home institution and space is available at the host institution. Exception to this policy will require the permission of the appropriate academic administrator at the home institution. No permission is required to take developmental coursework.

5. Both the home and the host institutions will monitor the registration of cross-enrolled students via the NSU/NWLTC Cross-Enrollment Agreement form.

6. Verification that all pre-requisites have been met for cross-enrollment coursework is the responsibility of the host institution.
7. Prior to and immediately following the home official census date of each term, semester, and part of term, the registrars of the two institutions will exchange lists of students cross-enrolled at their institutions along with the courses taken. The host institution will send an official transcript for each cross-enrolled student to the Office of Admissions of the student’s home institution at the end of each term. Each institution will share attendance and grading information as required by the Louisiana Department of Education and other internal and/or external agencies as necessary.

8. The attendance policy of the home institution must be followed for cross-enrolled coursework.

9. At the end of each term of cross-enrollment, courses taken at the host institution will be transcribed on the home institution’s transcript as transfer courses with the source of the credit designated, following the transfer credit policies of the home institution.

10. The host institution will create and organize semester courses based on the home institution’s academic calendar, i.e. beginning and end semester dates. Appropriate holidays and closures should be aligned as practicable.

11. The cross-enrolled student will adhere to the Student Code of Conduct and academic policies of both the home institution and the host institution.

12. HOST agrees that no complaint or grievance by a student solely against or solely involving HOME and/or its administration, faculty, staff, services or facilities will be addressed through HOST’s grievance procedures and all such complaints or grievances shall be referred through the appropriate HOME institutional process or grievance procedures. HOME agrees that no complaint or grievance by a student solely against or solely involving HOST and/or its administration, faculty, staff, services or facilities will be addressed through HOME’s grievance procedures and all such complaints or grievances shall be referred to the appropriate HOST institutional process or grievance procedures.

13. The host institution will bill the home institutions within 45 days of the host institution’s official census date. The payment terms will be 30 days from the invoice date. The host institution will not be paid for outstanding balances due from the student. The home institution will inform the host institution when the debt is considered uncollectible; at which time, both institutions will write off the debt.

14. A student will be advised and will register and then pay the tuition and fees to the home institution for courses taken at both institutions. The student will then register at the host institution for the advisor-approved courses using the appropriate cross enrollment forms. The student must pay course-specific fees (e.g., Lab fees) at the host institution, as specified in the published class schedule or a schedule of fees to be provided. Refunds for resignations will be processed by the home institution following the home institution’s policy for all classes.

15. Financial assistance will be awarded by the students’ home institution based on the hours taken at both institutions for courses that are applicable to the student’s degree plan.

16. The home institution is responsible for reporting a cross-enrolled student’s enrollment status to the National Student Clearinghouse, to the National Student Loan Data System, or with an enrollment verification document. The home institution will include all courses when reporting the enrollment status.

17. Within five business days, the host institution will notify the home institution when a cross-enrolled student withdraws from a class. Additionally, the host institution will provide the last date of attendance for withdrawn classes within five business days of the information being reported by the instructors.
18. As required by the Financial Aid offices, the host institution will report to the home institution the student's last dates of attendance for final grades of W (withdrawal), I (incomplete), F (fail), U (unsatisfactory), and any other final grades which do not indicate satisfactory completion.

19. Each institution agrees to identify individuals in the Offices of the Registrar, Admissions, Financial Aid, and Controller's Office that will be responsible for cross-enrollment and third-party billing.

20. Each institution will only report Student Credit Hours (SCHs) for its courses to the Louisiana Board of Regents.

21. Promotional plans and materials associated with cross-enrollment will be subject to approval by each institution.

22. Non-resident and International students:
   a. Residency Status Assignment
      A student enrolled under this Agreement will be defined as a resident or non-resident or international by the HOME institution's policies. The HOST institution will adhere to the HOME institution's policies and assign the appropriate resident or non-resident or international status to student records at the HOST institution participating in this Agreement.
   b. Residency Tuition and Fees Applied
      Non-resident and international students at the HOME institution who receive non-resident tuition and fee waivers as a result of the HOME institution's policies, e.g. scholarships and athletics, are adhered by the HOST institution, and tuition and fees assessed by the HOST institution will be billed at the HOST institution's resident tuition and fee schedule as a result of waiving non-resident tuition and fees.

The terms and conditions contained in this Agreement will remain in effect until or unless a request for modification or termination is made by either institution.

Dr. Chris Maggio, Acting President
Northwestern State University

Dianne Clark, Interim Director
Northwest Louisiana Technical College

Jimmy Sawtelle, Chancellor
Central Louisiana Technical Community College
# Advanced Manufacturing Technician (AMT) Curriculum

**Northwestern State University**

Northwest Louisiana Technical College / Central Louisiana Technical Community College

April 13, 2017

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Course</td>
<td>Credits</td>
</tr>
<tr>
<td></td>
<td>IET 1020 Engineering Tools and Dimensional Analysis</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>IET 1400 Technical Drafting I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>EET 1300/1301 Electrical Principles I / Lab</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>UNIV 1010 The University Experience</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>ENGL 1010 Composition and Rhetoric I (on-line course)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MATH 1020 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ADMT 1130 Safety Culture</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>18</td>
</tr>
</tbody>
</table>

**Session I & II**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EET 1330/1331 Digital Electronics I / Lab</td>
<td>4</td>
<td>ENGL 1020 Composition and Rhetoric II (on-line course)</td>
<td>3</td>
</tr>
<tr>
<td>ADMT 1120 Introduction to Electric Motor Controls</td>
<td>3</td>
<td>ADMT 1125 Welding for Maintenance</td>
<td>3</td>
</tr>
<tr>
<td>ADMT 1200 Lean Manufacturing</td>
<td>1</td>
<td>Total</td>
<td>14</td>
</tr>
</tbody>
</table>

**Year 2**

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Course</td>
<td>Credits</td>
</tr>
<tr>
<td></td>
<td>IET 2920 Special Problems (Problem Solving I)</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>EET 2320/2321 Basic Electronics / Lab</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>FA 1040 Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>SSCI 1010 Basic Concepts of Physical Science I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ADMT 1210 Programmable Logic Controllers</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>17</td>
</tr>
</tbody>
</table>

Courses noted with ADMT are provided through the Northwest Louisiana Technical College (NLT). All other course content is provided through Northwestern State University (NSU). Information for all courses is available in the Advanced Manufacturing Technician (AMT) program catalog at NSU.
Appendix A
Northwestern State University and Northwest Louisiana Technical College
FINANCIAL AID CONSORTIUM AGREEMENT

Purpose
Cross Enrollment Agreements allow students to be considered enrolled at their home institution while taking coursework at another host institution. Under this agreement students can be enrolled at NSU while taking coursework at NWLTC.

As a rule, coursework taken outside the credential-granting institution is ineligible for federal financial aid funds because only a regular student may receive federal financial aid. A regular student is one enrolled at the institution for the purpose of earning a degree, diploma, or certificate.

The purpose of this agreement is to extend regular student status to students who take additional pre-approved coursework at an institution outside their home institution. This agreement may be used for students who are considered regular degree-seeking students at NSU.

Agreement
In compliance with federal regulations NSU and Northwest Louisiana Technical College agree to participate in a consortium agreement for Federal Financial Aid. This agreement allows students to take specific courses at a host institution and earn credit toward his/her degree at the home institution. These courses taken at the host institution will count towards his/her degree, diploma, or certificate on the same basis as it would for coursework taken at the home institution. Both institutions certify and attest they meet the definition and requirements of an eligible institution under federal regulations (34 CFR 668.14).

Enrollment Status
The home institution will award the student financial aid based on the enrollment status as determined by combining coursework to be taken at the home and host institutions. After classes begin, the home institution will confirm actual enrollment and revise, if necessary, aid awards to reflect the actual enrollment status. The host will provide the home institution with documentation supporting the student’s enrollment status. This documentation must include credit hours enrolled, enrollment period beginning and ending dates, and list of specific courses the student is taking.

If the student’s enrollment status changes during the enrollment period at the host institution, it is the host institution’s responsibility to inform the home institution of this change in enrollment status. Should the student fail to officially withdraw but cease attendance in all classes, the host institution will notify the home institution of the student’s NSU official withdrawal from classes in accordance with 34 CFR 668.22. The host institution will report to the home institution the student’s last date of attendance for final grades of W (withdrawal), I (incomplete), F (fail), or U (unsatisfactory), and any other final grades which do not indicate satisfactory completion.

Disbursing Aid and Return of Title IV
The home institution will disburse all Title IV federal financial aid funds and complete the Return of Title IV calculations.

Monitoring SAP
The home institution will monitor satisfactory academic progress. The Office of Financial Aid shall apply the Satisfactory Academic Progress Policy as it applies to the consortium student’s progress. The courses and grades earned at the host institution will be treated as if they were earned at the home institution when determining satisfactory academic progress and academic standing.
Cost of Attendance
The host institution will furnish the estimated cost of attendance upon request. The student's file will document the actual cost of attendance used to determine the student's eligibility.

Record Keeping
The home institution will maintain all required records in accordance with federal regulations. The host institution must provide documentation of enrollment status and other records as required to administer aid. The host institution agrees to maintain records for the student covered under this agreement under the minimum federal student aid retention requirements. The host institution agrees to forward records to the home institution after the student ceases enrollment under this agreement.
7. Prior to and immediately following the home official census date of each term, semester, and part of term, the registrars of the two institutions will exchange lists of students cross-enrolled at their institutions along with the courses taken. The host institution will send an official transcript for each cross-enrolled student to the Office of Admissions of the student's home institution at the end of each term. Each institution will share attendance and grading information as required by the Louisiana Department of Education and other internal and/or external agencies as necessary.

8. The attendance policy of the home institution must be followed for cross-enrolled coursework.

9. At the end of each term of cross-enrollment, courses taken at the host institution will be transcribed on the home institution's transcript as transfer courses with the source of the credit designated, following the transfer credit policies of the home institution.

10. The host institution will create and organize semester courses based on the home institution's academic calendar, i.e. beginning and end semester dates. Appropriate holidays and closures should be aligned as practicable.

11. The cross-enrolled student will adhere to the Student Code of Conduct and academic policies of both the home institution and the host institution.

12. HOST agrees that no complaint or grievance by a student solely against or solely involving HOME and/or its administration, faculty, staff, services or facilities will be addressed through HOST's grievance procedures and all such complaints or grievances shall be referred through the appropriate HOME institutional process or grievance procedures. HOME agrees that no complaint or grievance by a student solely against or solely involving HOST and/or its administration, faculty, staff, services or facilities will be addressed through HOME's grievance procedures and all such complaints or grievances shall be referred to the appropriate HOST institutional process or grievance procedures.

13. The host institution will bill the home institutions within 45 days of the host institution's official census date. The payment terms will be 30 days from the invoice date. The host institution will not be paid for outstanding balances due from the student. The home institution will inform the host institution when the debt is considered uncollectible; at which time, both institutions will write off the debt.

14. A student will be advised and will register and then pay the tuition and fees to the home institution for courses taken at both institutions. The student will then register at the host institution for the advisor-approved courses using the appropriate cross enrollment forms. The student must pay course-specific fees (e.g., Lab fees) at the host institution, as specified in the published class schedule or a schedule of fees to be provided. Refunds for resignations will be processed by the home institution following the home institution's policy for all classes.

15. Financial assistance will be awarded by the students' home institution based on the hours taken at both institutions for courses that are applicable to the student's degree plan.

16. The home institution is responsible for reporting a cross-enrolled student's enrollment status to the National Student Clearinghouse, to the National Student Loan Data System, or with an enrollment verification document. The home institution will include all courses when reporting the enrollment status.

17. Within five business days, the host institution will notify the home institution when a cross-enrolled student withdraws from a class. Additionally, the host institution will provide the last date of attendance for withdrawn classes within five business days of the information being reported by the instructors.
18. As required by the Financial Aid offices, the host institution will report to the home institution the student’s last dates of attendance for final grades of W (withdrawal), I (incomplete), F (fail), U (unsatisfactory), and any other final grades which do not indicate satisfactory completion.

19. Each institution agrees to identify individuals in the Offices of the Registrar, Admissions, Financial Aid, and Controller’s Office that will be responsible for cross-enrollment and third-party billing.

20. Each institution will only report Student Credit Hours (SCHs) for its courses to the Louisiana Board of Regents.

21. Promotional plans and materials associated with cross-enrollment will be subject to approval by each institution.

22. Non-resident and International students:
   a. Residency Status Assignment
      A student enrolled under this Agreement will be defined as a resident or non-resident or international by the HOME institution’s policies. The HOST institution will adhere to the HOME institution’s policies and assign the appropriate resident or non-resident or international status to student records at the HOST institution participating in this Agreement.
   b. Residency Tuition and Fees Applied
      Non-resident and international students at the HOME institution who receive non-resident tuition and fee waivers as a result of the HOME institution’s policies, e.g. scholarships and athletics, are adhered by the HOST institution, and tuition and fees assessed by the HOST institution will be billed at the HOST institution’s resident tuition and fee schedule as a result of waiving non-resident tuition and fees.

The terms and conditions contained in this Agreement will remain in effect until or unless a request for modification or termination is made by either institution.

Dr. Chris Maggio, Acting President
Northwestern State University

Dianne Clark, Interim Director
Northwest Louisiana Technical College

Jimmy Sawtelle, Chancellor
Central Louisiana Technical Community College
Appendix A

Northwestern State University and Northwest Louisiana Technical College

FINANCIAL AID CONSORTIUM AGREEMENT

Purpose
Cross Enrollment Agreements allow students to be considered enrolled at their home institution while taking coursework at another host institution. Under this agreement students can be enrolled at NSU while taking coursework at NWLTC.

As a rule, coursework taken outside the credential-granting institution is ineligible for federal financial aid funds because only a regular student may receive federal financial aid. A regular student is one enrolled at the institution for the purpose of earning a degree, diploma, or certificate.

The purpose of this agreement is to extend regular student status to students who take additional pre-approved coursework at an institution outside their home institution. This agreement may be used for students who are considered regular degree-seeking students at NSU.

Agreement
In compliance with federal regulations NSU and Northwest Louisiana Technical College agree to participate in a consortium agreement for Federal Financial Aid. This agreement allows students to take specific courses at a host institution and earn credit toward his/her degree at the home institution. These courses taken at the host institution will count towards his/her degree, diploma, or certificate on the same basis as it would for coursework taken at the home institution. Both institutions certify and attest they meet the definition and requirements of an eligible institution under federal regulations (34 CFR 668.14).

Enrollment Status
The home institution will award the student financial aid based on the enrollment status as determined by combining coursework to be taken at the home and host institutions. After classes begin, the home institution will confirm actual enrollment and revise, if necessary, aid awards to reflect the actual enrollment status. The host will provide the home institution with documentation supporting the student's enrollment status. This documentation must include credit hours enrolled, enrollment period beginning and ending dates, and list of specific courses the student is taking.

If the student's enrollment status changes during the enrollment period at the host institution, it is the host institution's responsibility to inform the home institution of this change in enrollment status. Should the student fail to officially withdraw but cease attendance in all classes, the host institution will notify the home institution of the student's NSU official withdrawal from classes in accordance with 34 CFR 668.22. The host institution will report to the home institution the student's last dates of attendance for final grades of W (withdrawal), I (incomplete), F (fail), or U (unsatisfactory), and any other final grades which do not indicate satisfactory completion.

Disbursing Aid and Return of Title IV
The home institution will disburse all Title IV federal financial aid funds and complete the Return of Title IV calculations.

Monitoring SAP
The home institution will monitor satisfactory academic progress. The Office of Financial Aid shall apply the Satisfactory Academic Progress Policy as it applies to the consortium student's progress. The courses and grades earned at the host institution will be treated as if they were earned at the home institution when determining satisfactory academic progress and academic standing.
**Cost of Attendance**
The host institution will furnish the estimated cost of attendance upon request. The student's file will document the actual cost of attendance used to determine the student's eligibility.

**Record Keeping**
The home institution will maintain all required records in accordance with federal regulations. The host institution must provide documentation of enrollment status and other records as required to administer aid. The host institution agrees to maintain records for the student covered under this agreement under the minimum federal student aid retention requirements. The host institution agrees to forward records to the home institution after the student ceases enrollment under this agreement.