

Procedure Checklist & Consortium Agreement

Speak to your advisor to ensure that the courses you wish to take at the “host” institution will transfer to your degree program here. To assist you in completing this process a CHECKLIST of items you must complete before processing the consortium agreement are below:

1. _____ Must have filed a Free Application for Federal Student Aid (FAFSA) for the academic year of the semester that you will using the consortium agreement.

EX. 2017-2018 FAFSA (FALL 2017, WINTER 2018, SPRING 2018, SUMMER 2018)

2018-2019 FAFSA (FALL 2018, WINTER 2019, SPRING 2019, SUMMER 2019)

2. _____ Complete electronically [Off-Campus Undergraduate Course Approval](#) once you receive e-mail confirmation of the approval, a copy must be provided to the MSU Financial Aid Office.
3. _____ Download and print the [Consortium Agreement](#) form.
4. _____ Download and print the [Refund Request Form](#)

Based on the above procedures, it is important to plan enough time for all steps to occur. The form should be provided to MSU well before the first day of disbursement for the requested term. Be sure to plan accordingly! Call the host school in advance and ask them what their procedures are for processing consortium agreements where they are the host school. Be aware that, as a consortium student, your aid payments may be delayed.

If you have any questions about the completion of the consortium agreement, please contact the Office of Financial Aid at 443-885-3170. If you have questions about the disbursement of your funds please contact the Bursars office at 443-885-3108



MORGAN STATE UNIVERSITY CONSORTIUM AGREEMENT

Instructions: Please complete Section I of this form and forward Section II to the Host Institution for completion. The complete form along with a copy of your semester schedule from host institution must be submitted for processing to the MSU Office of Financial Aid.

SECTION I: TO BE COMPLETED BY THE STUDENT

Name: _____ MSU ID#: _____

Address: _____ Host ID#: _____

City: _____ State: _____ Zip: _____ Phone: _____

By SIGNING THIS CONSORTIUM AGREEMENT, I (STUDENT) AGREE TO:

- Complete the Permission to Take a Course Off-campus form to confirm permission was granted by MSU to take course(s) at the Host Institution.
- Take responsibility for payment arrangements at the Host Institution
- Have all my financial aid processed only at MSU
- Authorize the Host Institution to release any required information to finalize my financial aid at MSU
- Submit an official transcript to my academic advisor confirming completion of courses for the term attended within 30 days of my last day of enrollment at my Host Institution.

Students Signature: _____ Date: _____

SECTION II: TO BE COMPLETED BY THE HOST (VISITING) INSTITUTION

The student listed above is seeking a degree or certificate from Morgan State University (MSU) and plans to enroll at the Host Institution listed below. This Consortium Agreement will allow MSU to disburse financial aid based on the student's combined enrollment at both institutions. Once MSU fees are paid, MSU will refund any excess financial aid to the student.

The student is responsible for payment of all charges at the Host Institution.

Name of Host Institution _____	Tuition: \$ _____
Enrollment Period: Fall: _____ Winter: _____ Spring: _____ Summer: _____	Fees: \$ _____
Dates of Enrollment: From: _____ to _____	Transportation: \$ _____
Number of Credits Enrolled: _____	Books & supplies: \$ _____
	Room & Board: \$ _____
	Total COA: \$ _____

By signature and completion of this form the Host Institution agrees to certify enrollment of the student listed on this page and also as agrees to notify the Home Institution of any changes to said enrollment.

Authorized Signature /Date

Printed Name/Title

(Area Code) Telephone Number

E-mail Address

Please fax this form to Morgan State University 443-885-8359/8272
Morgan State University Financial Aid Office. 1700 East Cold Spring Lane, Baltimore MD 21251



MORGAN STATE UNIVERSITY
OFFICE OF THE BURSAR
SPECIAL REFUND REQUEST FORM

Name: _____
(Last Name) (First Name) (Middle Initial)

Account Number: _____ **SSN:** _____

Telephone: Home _____ Cell: (Optional) _____

Current Address: _____

City _____ **State** _____ **Zip Code** _____

Amount Requested: \$ _____

Signature: _____

Date Of Submission: _____

Note: THE REQUESTER'S SOCIAL SECURITY NUMBER IS NEEDED FOR THE PROCESSING OF THIS FORM. PLEASE ALLOW 3-4 WEEKS FOR PROCESSING.

FOR STAFF USE ONLY

FAO

- ☐ Approved
☐ Not approved

Signature: _____

Date: _____

Bursar

Codes:

- ☐ 6010 Internal REF
☐ 6400 External REF
☐ Other _____

Amount due to student: \$ _____

Processed by: _____

Bursar's approved: _____

Date: _____

The following is a guide to help you complete and submit your request to take a course off-campus. Most of the form is self-explanatory. In some cases, however, there are special directions for certain majors. If at any point you have questions or require additional information, you may contact the Transfer Center at transferctr@morgan.edu or at 443-885-3711.

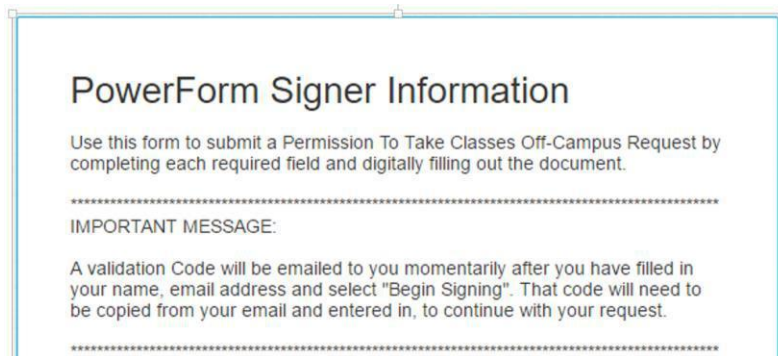
Be certain to include the minimum MANDATORY ATTACHMENT discussed at the end of this guide.*

If you are within the 30-Hour Rule – STOP!! It is mandatory that you first obtain and attach signed permission from your

Dean on University letterhead or on a standardized departmental form. See your advisor for assistance.

First Screen: PowerForm Signer Information

This page will set up the initial information needed to begin the approval process. Once you have filled it out, a validation code will be e-mailed to you so that you may continue the application process.



PowerForm Signer Information

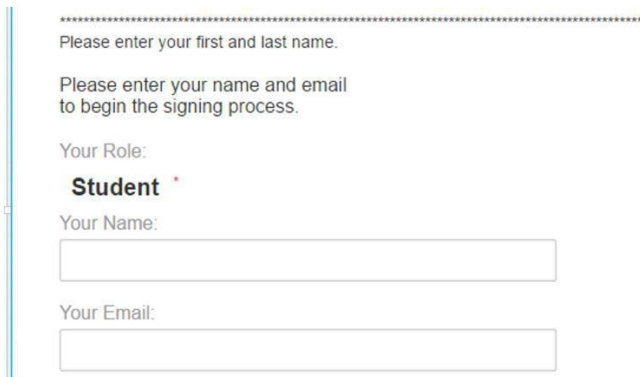
Use this form to submit a Permission To Take Classes Off-Campus Request by completing each required field and digitally filling out the document.

IMPORTANT MESSAGE:

A validation Code will be emailed to you momentarily after you have filled in your name, email address and select "Begin Signing". That code will need to be copied from your email and entered in, to continue with your request.

Type in your full name: First and Last Name and any suffix (Jr., Sr. etc.)

Type in your e-mail address: DO NOT USE YOUR PERSONAL E-MAIL ADDRESS. **MSU e-mail only!**



Please enter your first and last name.

Please enter your name and email to begin the signing process.

Your Role:

Student *

Your Name:

Your Email:

Please fax this form to Morgan State University 443-885-8359/8272
Morgan State University Financial Aid Office. 1700 East Cold Spring Lane, Baltimore MD 21251

Type in the full name of your advisor and her or his e-mail address. **CHECK FOR ACCURACY!** Misspelling will prevent your form from moving forward. Check StarFish if you do not know your advisor's name. NOTE: If you are majoring in one of the following schools use the guide below:

FOR ALL CLARENCE M. MITCHELL, JR. SCHOOL OF ENGINEERING MAJORS ONLY – DO NOT LIST YOUR ADVISOR! For all Engineering majors, use “Dr. Monica Poindexter” as the Advisor and “soetransfer@morgan.edu” as the Email.

FOR ALL GRAVES SCHOOL OF BUSINESS AND MANAGEMENT MAJORS ONLY – DO NOT LIST YOUR ADVISOR! All Graves School of Business majors should use “Marsha Logan” as the Name and “marsha.logan@morgan.edu” as the Email.

FOR ALL SCHOOL OF COMMUNITY HEALTH & POLICY MAJORS ONLY – DO NOT LIST YOUR ADVISOR! All School of Community Health & Policy majors should use “Shelia Richburg” as the Name and “shelia.richburg@morgan.edu” as the

Email.

FOR ALL SCHOOL OF GLOBAL JOURNALISM AND COMMUNICATION MAJORS ONLY – DO NOT LIST YOUR ADVISOR! All School of Global Journalism and Communication majors should use “Zackery Rogers” as the Name and

“Zackery.rogers@morgan.edu” as the Email.

Please provide information for any other signers needed for this document.

Role:
Major Advisor

Name:

Email:

Type in the name of the chairperson where the course sits; e.g., if the course you wish to pursue is World History II, you will type in the chair for the History Department and her or his e-mail address. **CHECK YOUR SPELLING!** To find a chairperson, search the [MSU Directory](#) by department.

For Civil Engineering majors only, until further notice:

- If the course you wish to take is a Civil Engineering course, use “Dean Michael Spencer” as the Course Chairperson Name and michael.spencer@morgan.edu as the Email. Use Dean Spencer as the Major Chairperson as well.
- For non-Civil Engineering courses use the appropriate Course Chairperson, then “Dean Michael Spencer” as the Major Chairperson Name and michael.spencer@morgan.edu as the Email.

Role:
Course Chairperson

Name:

Email:

Type in the name of the chairperson over your major; e.g., if you are majoring in Finance, you will type the name of the Chairperson over Finance in The Graves School of Business and Management. Note that depending upon the class you wish to pursue, the chairperson for the course and the chairperson for your major **may** be the same. You must fill in both sections. **CHECK SPELLING!** To find a chairperson, search the [MSU Directory](#) by department.

Role:

Major Chairperson

Name:

Email:

The Transfer Center section is pre-populated. You do not need to fill in anything here.

Role:

Transfer Center

Name:

Adrienne Karasik

Email:

adrienne.karasik@morgan.edu

Type in the name of the Dean over your major. Scroll back and review all the information you have entered and if everything is correct, click the yellow "Begin Signing" box.

Role:

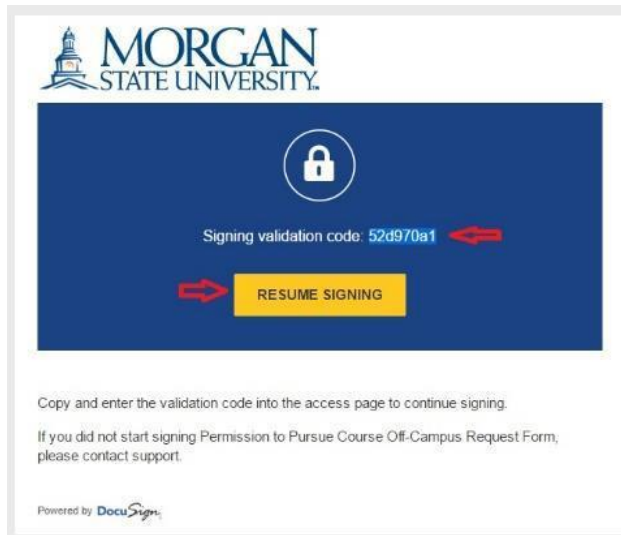
Dean

Name:

Email:

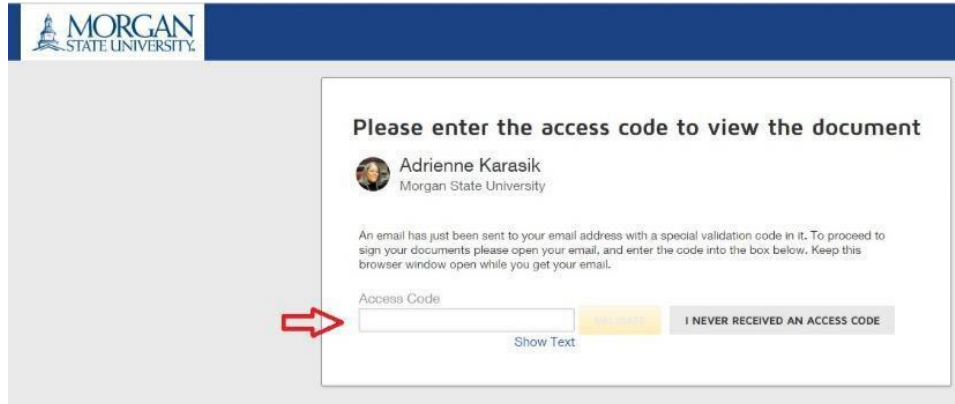
Begin Signing

Check your e-mail for the validation code. Copy the code and click "RESUME SIGNING".



The image shows a DocuSign interface for Morgan State University. At the top is the university's logo. Below it is a blue box with a white padlock icon and the text "Signing validation code: 52d970a1". A red arrow points to the code. Below the code is a yellow button labeled "RESUME SIGNING" with a red arrow pointing to it. Below the blue box, there is text: "Copy and enter the validation code into the access page to continue signing. If you did not start signing Permission to Pursue Course Off-Campus Request Form, please contact support." At the bottom left, it says "Powered by DocuSign".

Cut and paste or type the validation code into "Access Code". NOTE: YOU MAY HAVE TO TOGGLE "HIDE/SHOW" TEXT in order to click the "VALIDATE" button. Click "VALIDATE".



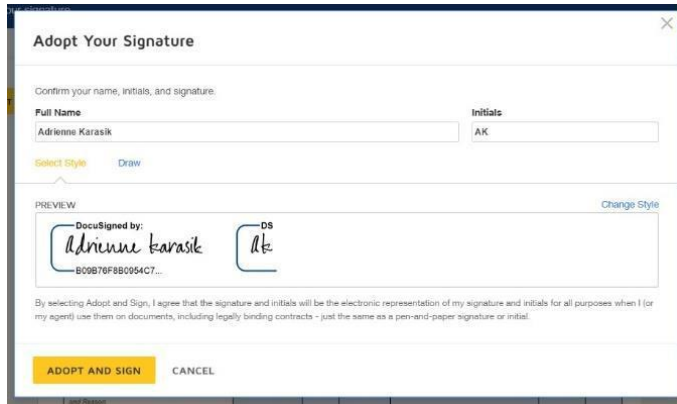
The image shows a DocuSign interface for Morgan State University. At the top is the university's logo. Below it is a blue header bar. The main content area is white and contains the following text: "Please enter the access code to view the document". Below this is a profile picture of Adrienne Karasik and her name "Adrienne Karasik" followed by "Morgan State University". Below that is a paragraph: "An email has just been sent to your email address with a special validation code in it. To proceed to sign your documents please open your email, and enter the code into the box below. Keep this browser window open while you get your email." Below the paragraph is a text input field labeled "Access Code" with a red arrow pointing to it. To the right of the input field is a yellow button labeled "VALIDATE" and a grey button labeled "I NEVER RECEIVED AN ACCESS CODE". Below the input field is a link labeled "Show Text".

Second Screen: Undergraduate Student Request to Pursue a Course Off-Campus

Note that on the line for "TODAY'S DATE" the current date and the time you opened the form are already populated.

Part I – COURSE CREDIT FOR EXTERNAL COURSES

Read this section carefully and then sign electronically to acknowledge that you have read, understand, and agree to abide by Morgan State University policy. You will be asked to select an electronic signature. You may use the default or choose a signature you like better. Once you have decided on how your signature will appear, click "ADOPT AND SIGN" and continue.



IMPORTANT NOTE: If you are interrupted and cannot finish completing the form you can come back to it at a later by clicking “OTHER ACTIONS” and selecting “FINISH LATER”.



Part I – STUDENT ACKNOWLEDGEMENT AND INFORMATION Fill in the following:

Student Name: *first and last name*

Student ID: *Morgan State University ID # only; do NOT use your social security number*

Street Address: *your address*

City, State, Zip: *city, state, and zip code*

Phone Number: *please provide a **reliable** phone number*

Morgan E-mail: *if you enter a private e-mail address your form will NOT move forward*

Present Classification: *choose from freshman, sophomore, junior, senior*

School: *the name of the School for your major*

Major: *your major course of study*

Total # Credit Hours Earned: *the total number of credit hours you have earned to date*

Cumulative GPA: *the cumulative earned GPA to date*

Your Catalog Year: *the catalog under which you are currently pursuing your curriculum*

Note: *The next 4 rows are pre-populated. There is no need to enter information here.*

Part II – INSTITUTION INFORMATION

Fill in the following:

Name of college/university you plan to attend: *self-explanatory*

Location of college/university: *street address, city, state, zip, country*

Semester or session, and year you plan to attend: *e.g., Summer 2018, Winter 2019*

Part III – COURSE REQUESTED

You will be asked to fill in the following:

Course Title: *the name of the course at the institution you plan to attend*

Course #: *the full identification # of the course at the institution you plan to attend*

Credits: *the number of credits to be awarded at the end of the course*

MSU Course #: *The equivalent course number at Morgan State University*

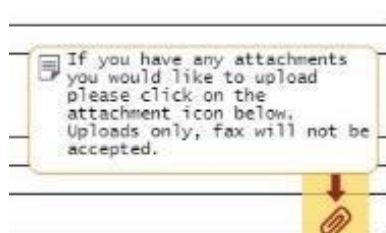
MSU Course Title: *The name of the equivalent course at Morgan State University*

Taken Previously at MSU?: *Indicate "Yes" or "No" whether you have taken the class at Morgan State University*

Credits: *the number of credits of the equivalent Morgan State University course*

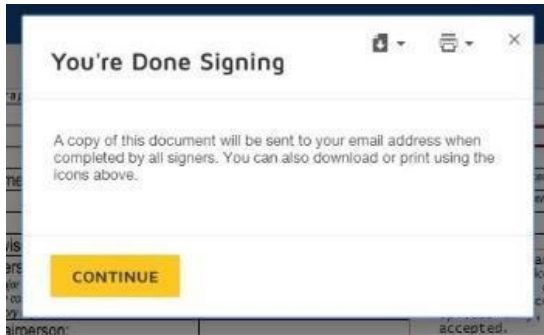
*Part IV – MANDATORY ATTACHMENT

You are required to upload a course description from the *CURRENT* catalog of the institution you plan to attend. Your form will not move forward if the course description is not attached. You may also include other documents in support of your request such as a course syllabus, personal notes, etc. Check with your advisor or transfer coordinator to determine if there are additional items specifically required by your Chairperson or Dean. **IMPORTANT: When you click the "paperclip" DO NOT SELECT "OPTIONAL". YOU MUST CLICK "YES".** Review your document and submit.



Third Screen: You're Done Signing

This screen confirms that your form has been successfully submitted and the electronic approval signature process will begin.



Fourth Screen: You're Document Has Been Completed

When all approvers have electronically signed your document, you will be notified by e-mail. Retain your signed form. After completing the requested course, submit an official sealed transcript to the Transfer Center.

