



## Membership Application Checklist

### Steps to Join as an Academic Collaborator

- Secure cooperation from Dean, faculty, finance office, Registrar, Graduate Dean, Provost, distance education director or others who would be involved;
- Submit application to NEXus including Letter of Interest;
- Review required documents: Guiding Principles, MOU, Bylaws, Policies and Procedures, Common Price Agreement, Campus Faculty Coordinator position description and Campus Staff Coordinator position description with appropriate campus administrators;
- Identify representative to attend NEXus administrative meetings;
- Name Campus Faculty and Campus Staff Coordinators;
- Secure signatures and submit MOU;
- Identify courses/clusters in which to offer content;
- Ensure procedures are established on your campus to offer courses and enroll/register students; and
- Market program to your students.

### Steps to Join as an Academic Affiliate

Affiliates do not offer courses in the course exchange. This status is for those who want students to be able to access NEXus courses;

- Affiliates do not have to attend meetings;
- Secure cooperation from Dean, faculty, finance officer, Registrar, Graduate Dean, Provost distance education director or others who would be involved;
- Submit application to NEXus including Letter of Interest;
- Name Campus Faculty and Campus Staff Coordinators;
- Secure signatures and submit MOU;
- Ensure procedures are established on your campus for student enrollment and registration; and
- Market program to your students.

**QUESTIONS?** Contact [nexus@ohsu.edu](mailto:nexus@ohsu.edu)