



## CONSORTIUM APPROVAL FORM

UPDATED: Spring 2026

Name: \_\_\_\_\_ Date: \_\_\_\_\_

SID#: \_\_\_\_\_ Tulane Email: \_\_\_\_\_

Local Address: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Class Standing: ☐ FR ☐ SO ☐ JR ☐ SR

-----

This is to certify that the above named student is a degree-seeking student at Tulane University and is hereby authorized to register for course(s) at: ☐ Loyola ☐ Dillard ☐ Xavier  
for ☐ Fall semester ☐ Spring semester 20\_\_\_\_.

Online (Y/N)	Partner Institution Course Information			Tulane Department/School Decision Students must have approval from department advisor to count courses toward major requirements.		
	Course #	Course Title	# Units	For major/ minor (Y/N)	Department Approval (if required)	Academic Advisor Approval

Mussafer Hall •••• Phone: 1-504-865-5798 •••• [www.advising.tulane.edu](http://www.advising.tulane.edu)

Advisor's Initials: \_\_\_\_\_

# TULANE CONSORTIUM

## POLICIES AND PROCEDURES

### Policies:

Students enrolled in Newcomb-Tulane College may register for courses at Loyola University, Dillard University and Xavier University, provided that the same course has not been offered at Tulane University within the past year. Students are allowed to enroll in a maximum of two courses (up to 6 credit hours) per semester under the consortium agreement. Students must be registered for at least nine credits of coursework at Tulane in the semester of Loyola, Dillard or Xavier registration and may not use the Loyola, Dillard or Xavier credits to satisfy core curriculum requirements or school-specific core requirements. Cross enrollment is only allowed in the fall and spring terms. Additional restrictions may apply; interested students should contact their Academic Advisor.

Students are financially responsible for course fees associated with courses taken at the host school, (example: lab, studio, or theater fees). All course fees must be paid in full before the end of the term directly to the host institution in order for transcripts to be sent to Tulane and grades to be posted to the Tulane academic record.

Please note that if approved to take a class at Loyola, Dillard, or Xavier, the grade posting may be delayed and this may impact GPA calculation and graduation certification.

### Procedures:

1. Make an appointment with your academic advisor and bring this completed form. Your academic advisor will review each course.

2. If you want to apply the course toward a major or minor at Tulane, you must have the course evaluated by that department. The chair or department advisor will sign the form and indicate approval or not.

### **3. IF TAKING COURSES AT LOYOLA:**

**ALL TULANE STUDENTS WILL SELF-REGISTER FOR COURSES AT LOYOLA.**

- Your advisor will submit this form to Tulane's Registrar's Office upon completion at [registrar.tulane.edu](http://registrar.tulane.edu) and pressing the "CONTACT OUR OFFICE" button.
- Loyola's Registrar's Office will send you an instructional email on how to self-register for courses.
- Your consortium course will appear on your transcript once confirmation of enrollment has been received from Loyola.

### **IF TAKING COURSES AT DILLARD OR XAVIER:**

- Bring this completed form and register for the course in the Registrar's Office at the partner institution:
  - Dillard University, 116 Rosenwald Hall
  - Xavier University, 3rd floor of University Center Grand Ballroom
- Once registered at the partner institution, please submit a copy of your registration along with this form to Tulane's Registrar's Office so the course will appear on your transcript. This can be done at [registrar.tulane.edu](http://registrar.tulane.edu) and pressing the "CONTACT OUR OFFICE" button.

Mussafer Hall •••• Phone: 1-504-865-5798 ••••[www.advising.tulane.edu](http://www.advising.tulane.edu)

Advisor's Initials: \_\_\_\_\_