

For Student Success Coaches / Dept. Heads / Assistant Provosts

Before Recommending a Course:

- Assess student readiness for asynchronous learning
 - Consider prior academic performance
 - Confirm the course isn't available at WU this term
1. Student Success contacts the Acadeum Administrator to set up Acadeum Access.
 2. Student Success searches the Acadeum catalog for a Consortia course(s) that is equivalent to a WU course(s).
 3. Student Success/Academic Affairs maps/approves the course(s).
 4. Notify the Acadeum Administrator that a course has been identified.
 5. Student Success will receive a link from Acadeum to submit the Enrollment Request.
 6. The Enrollment Request will be submitted to the Acadeum Administrator.
 7. The request will be reviewed by the Acadeum Administrator who has at least five (5) days to approve the request.
 8. Students new to Acadeum will receive a link from their Student Success Coach to submit their basic contact information.
 9. If approved, the Acadeum Administrator will register the student for the Acadeum course.
 10. The Student Success Coach, student, and WU Faculty will be notified once the enrollment request has been submitted to the Teaching Institution (TI).
 11. The TI will either accept or deny the request.
 12. If accepted, the Registrar will create appropriate placeholders to track student progress. If denied, the Student Success Coach will be notified by the Administrator. The Student Success Coach will then notify the student.
 13. Acadeum will contact the Bursar for billing (students will be billed at WU's current tuition rate).
 14. Students and their Student Success Coaches will receive a Welcome Letter from the TI giving instructions on accessing and "attending" the course.

If WU offers the same course during the same term, students will be allowed to register for Acadeum ONLY if there is a scheduling conflict that will delay the student's required course sequence.

Enrollment requests CAN ONLY be made by Department Heads/Instructors or Student Success Coaches. Contact **Dr. Gaëlle Amazan** (gamazan@wileyc.edu, 903-927-3332) if you have any questions. For emails, please use the following format: *Acadeum Request for [STUDENT NAME and ID]*.