

**Concurrent Enrollment and Articulation Agreement between
Harrisburg Area Community College and
Millersville University of Pennsylvania
For the Associate of Science in Nursing and the
Bachelor of Science in Nursing**

Background

Recognizing our existing articulation agreement, in 2024, Millersville University and Harrisburg Area Community College (HACC) entered into an additional Agreement providing for concurrent enrollment for registered nursing students. The Parties agree that this concurrent enrollment agreement will augment the existing articulation agreement. With this as background, the Parties hereby enter into this new concurrent agreement.

Introduction

The purpose of this agreement is to provide a seamless pathway for HACC ASN enrolled students to concurrently transition into the RN-BSN program at MU. The agreement defines admissions requirements and processes, seamless transfer of coursework, and services to support concurrent enrollment.

The outcome of this agreement is an affordable and accelerated pathway for ASN students from HACC to earn their Bachelor of Science degree in Nursing from Millersville University (Addendum A).

Millersville University of Pennsylvania (MU) will enter into agreement with Harrisburg Area Community College (HACC) upon the student's acceptance into the Millersville University Nursing Program. At that time, MU Financial Aid will become the "home" school for Federal Title IV Funding purposes for the concurrently enrolled students. MU Financial Aid will send HACC a list of the students accepted into the nursing program so those students can be updated as a "guest students." MU Financial Aid will provide a list of those students who are seeking financial aid and their approved coursework each term. HACC will provide a spreadsheet to MU Financial Aid confirming students' enrollment in approved course(s) for the applicable semester and the cost of attendance as it applies to the students' enrollment for all students listed. To meet administrative capabilities (34 CFR 668.16(f)), enrollment reporting, students' COA and updates will be sent throughout the term via the spreadsheet.

Admissions and Pre-requisite Requirements

To qualify for the benefits of this agreement, HACC ASN students must:

- Successfully complete Millersville admission requirements, be currently enrolled at HACC, and be in good academic standing in HACC's Associate of Science in Nursing program.
- Have a cumulative GPA of 2.0 or higher consistent with admission requirements for Millersville's RN-BSN degree program.
- Meet all Millersville RN-BSN Prerequisites as outlined in Addendum A: Concurrent Curriculum Overview.

- Formally apply to Millersville for Admission into the concurrent ASN-RN/BSN option. Admission to this program is not guaranteed and Millersville University will independently make all admission decisions/offers to students.
- Comply with all HACC and Millersville Academic Policies and always remain in good academic and financial standing with both HACC and Millersville to include all associated deadlines and tuition and fee payment.

Seamless Transfer of Credits

HACC's Associate of Science in Nursing degree will transfer in its entirety towards Millersville University's Bachelor of Science in Nursing Program. As part of Millersville University's transfer credit policy, HACC's Associate of Science degree will waive all remaining general education requirements for Millersville University, as defined below:

- Student will need to complete at least 30 total credits at Millersville University and 30 of the last 60 credits completed must be taken at Millersville University to meet residency requirements.
- Students must complete Millersville University's Advanced Writing course requirement (MU Distinctive course) at Millersville University.
- Students must complete a Statistics course if not completed during HACC's Associate's program.
- The RN-BSN Millersville Nursing Courses must be completed at Millersville University.
- Courses with "D" grades will not fulfill major requirements.

The Bachelor of Science in Nursing degree program at Millersville University requires the completion of 120 college-level credits, including transferred credits. Addendum A outlines the curriculum overview in which ASN concurrently enrolled students can earn the BSN. Credit equivalencies can be found at:

<https://www.millersville.edu/registrar/transferequivalency.php>.

If a student has earned a prior bachelor's degree, all general education requirements including the Advanced Writing requirement are waived. Second degree students will still need to complete Statistics unless transferred in from HACC or previous degrees.

Students are required to submit an official copy of their transcript to the Office of the Online Programs prior to starting their Millersville courses.

Advising and Transition

- Millersville University and HACC will maintain course equivalency information to include maintaining the Concurrent Curriculum Overview (Addendum A).
- Millersville University and HACC will coordinate Millersville University information and advising events to provide academic advising, admissions, financial aid, and billing advising, and career services.
- Millersville University and HACC colleagues will meet annually to discuss and enhance student transition and success.
- Millersville University and HACC will each designate a point of contact for this agreement.

Degree Completion

1. Upon successful completion of all requirements of the registered nursing program, HACC will award the student's associate of science degree in nursing. The student must complete the appropriate graduation application.
2. Following awarding of the HACC associate of science degree, the student will continue to be a Millersville University student and continue to take courses as directed through academic advisement provided by MU nursing faculty.
3. Following successful completion of all MU BSN requirements and an application for graduation, the student will be awarded a bachelor of science in nursing (BSN) by Millersville University.
4. Students have the option to pause their education at any point with the understanding that upon re-entry to the program, any updated curriculum may be followed based on the time of re-entry.

Terms and Conditions:

1. Once accepted and concurrently enrolled, the student will not be required to complete an Authorization for Transfer of Credit form for the courses completed at HACC, as outlined on Addendum A. However, a student will still be required to complete the Authorization for Transfer of Credit form under the following condition(s):
 - a. If they wish to complete any HACC courses, not outlined on Addendum A, while enrolled in the concurrent enrollment agreement.
 - b. If they complete the ASN program at HACC, continue at Millersville under the RN-BSN program, and wish to take a class off campus towards their degree completion.
 - c. If they opt to take a class at any other institution(s) other than HACC or Millersville and transfer the credit towards their Millersville degree.
2. Harrisburg Area Community College (HACC) agrees to release official transcripts to Millersville University's Office of Online Programs at the end of each semester for students concurrently enrolled in the Concurrent Education Program. Timeliness of record release is crucial to facilitate proper review of Satisfactory Academic Progress (SAP) standards and ensure accurate determination of future student aid eligibility.
3. Students' federal financial aid will be packaged and awarded as authorized in a blanket consortium agreement between HACC and Millersville University (Addendum B).
4. Representatives from the Offices of Financial Aid (OFA) at Millersville University and HACC will meet annually to review policies and procedures, ensuring compliance and efficiency. Collaborative processes will be modified if necessary to enhance effectiveness.
5. For the purpose of NSLDS reporting, Millersville University will report the FTE for students in the concurrent education program.
6. This agreement allows Millersville University and HACC to share information pertinent to academic advisement.
7. If for any reason, the student is unable to satisfactorily progress in the concurrent ASN-

RN/BSN coursework, the terms of this agreement will no longer apply to that student, and they will be eligible to be re-activated in Millersville's RN-BSN program once the student is in good academic standing at both HACC and Millersville.

8. The student is responsible for all associated tuition and fees at both institutions.

Joint Responsibilities for Maintenance of this Agreement

1. HACC must provide written notification to Millersville University of any curricular modifications or changes to the Associate of Science in Nursing to include general education. Millersville University will review and determine if said changes or modifications necessitate an amendment to this agreement.
2. Millersville University must provide written notification to HACC of any curricular modifications or changes to the Bachelor of Science in Nursing and any impact to the current seamless transfer of credits.
3. This agreement will be reviewed annually and revised as necessary. All revisions must be approved in writing by each institution's official signatories. This agreement will have a term of five (5) years beginning from last date of signatures. After the five (5) year term, the parties may agree to enter into a new Agreement for successive five (5) year terms upon approval by each institution's official signatories.
4. The terms of the Agreement shall remain in effect, except as stipulated for certain previous terms as listed herein, unless it is terminated by either party. Any party may terminate the agreement with or without cause with 120 days written advance notice to the other party. If this Agreement is terminated while students are enrolled through this Agreement, the students may continue their educational experience under this Agreement until that experience would have concluded absent the termination.
5. The parties agree to continue their respective policies of nondiscrimination based on Title VI of the Civil Rights Act of 1964 regarding sex, age, race, color, creed, national origin, Title IX of the Education Amendments of 1972, and other applicable laws, as well as the provisions of the Americans with Disabilities Act.
6. The relationship between the parties to this Agreement to each other is that of independent contractors. The relationship of the parties to this contract to each other shall not be construed to constitute a partnership, joint venture, or any other relationship, other than that of independent contractors.
7. The parties shall agree to keep confidential all personally identifiable student information from education records provided by Millersville University or HACC as set forth in the Family Educational Rights and Privacy Act 34 CFR § 99.33 (a)(2) ("FERPA").

Other

1. Neither of the parties shall assume any liabilities to each other. As to liability to each other or harm to persons, or damages to property, the parties do not waive any defense because of entering into this Agreement. This provision shall not be construed to limit the Commonwealth's or University's rights, claims, or defenses which arise as a matter of law pursuant to any provisions of this Agreement. Nothing in this Agreement shall be construed


to limit the sovereign immunity of the Commonwealth or of the State System of Higher Education or the University.

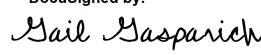
2. This Agreement is not a third-party beneficiary contract and confers no rights upon any students or employees of the parties.
3. For this Agreement, a copy of the party's original signature shall be an original signature; and as such shall be sufficient to bind such parties.
4. The laws of the Commonwealth of Pennsylvania shall govern the interpretation and enforcement of this Agreement.

The willingness of both institutions to enter this agreement to facilitate the transfer of student credits from HACC to Millersville University and to expand their opportunities for academic success at Millersville University is indicated by the following signatures:


The undersigned representatives of the parties HACC and Millersville University have executed this agreement on the dates indicated.

Millersville University

DocuSigned by:

2B1AD25D8E4C4E1...
Dr. Daniel Wubah
President
Millersville University of Pennsylvania
5/9/2024 | 07:52 EDT

DocuSigned by:

CC1B574FE4F9432...
Dr. Gail Gasparich
Provost and Vice President for
Academic Affairs
Millersville University of Pennsylvania
5/9/2024 | 10:45 EDT


Approved as to form and legality

DocuSigned by:

40B92443F09C4F2...
Jacqueline C. Fox
University Legal Counsel
Pennsylvania State System of Higher Education
5/9/2024 | 12:41 EDT

Harrisburg Area Community College

DocuSigned by:

7C48A38F6611436...
Dr. John J. Sygielski
President
Harrisburg Area Community College
5/9/2024 | 04:37 PDT

DocuSigned by:

26B996266130407...
Dr. Al Griswold
Vice President of Academic Affairs
Harrisburg Area Community College
5/9/2024 | 04:43 PDT

ADDENDUM A

Millersville University Wehrheim School of Nursing RN to BSN Program & Harrisburg Area Community College AS Program Concurrent Curriculum Overview			
<ul style="list-style-type: none"> • Upon acceptance into the HACC RN major, students will be eligible to apply to the Millersville University RN to BSN program. • Once accepted into the MU RN to BSN program, the student will be permitted to take specified Millersville University courses toward the MU BSN degree. • Students may enroll full or part-time but no more than 19 combined credits at MU/HACC may be taken in a single academic semester. • Students will be assigned an advisor at both HACC and MU • MU class scheduling is flexible and will be individualized based on the student course program of study needs. 			
<i>Students enrolled as concurrent education students may take any of the following Millersville University nursing courses</i>			
NURS 312	Value-Based Care	General education	3 credits
NURS 315	Scientific Advances in Healthcare	General education	3 credits
NURS 316	Women, Health, and Healthcare	General education	3 credits
NURS 320	Basis of Professional Practice	Required Nursing	3 credits
NURS 330	Ethics & Person-Centered Care	Required Nursing	3 credits
NURS 340	Environmental Factors Affecting Health	Required Nursing	3 credits
NURS 360	Assessment and Diversity	Required Nursing	4 credits
NURS 370	Telehealth Foundations	Telehealth certificate; free electives	3 credits
NURS 460	Telehealth Policy Application	Telehealth certificate; free elective	3 credits
NURS 461	Advanced Telehealth	Telehealth certificate; free elective	4 credits
<i>Recommended Millersville University General Education Course</i>			
WRIT 319	Science Writing	Advanced writing; University distinctive course	3 credits

Suggested Plan of Study – HACC Full-time Student (4 semester)					
Sequence may vary based on campus and course offerings					
HACC			MU		Total Credits
<i>Pre-health; prior to nursing acceptance</i>	BIOL 121 (4) ENGL 101 (3)	7	<i>Apply to CEP when accepted into RN program</i>		7
<i>Term 1</i>	BIOL 122 (4) NURS 140 (1) NURS 141 (1) NURS 142 (3) NURS 143 (1) NURS 144 (3)	13	NURS 370 (3)	3	16
<i>Term 2</i>	ENGL 102 (3) NURS 150 (5) NURS 151 (4.5)	12.5	NURS 460 (3)	3	15.5
<i>Term 3</i>	BIOL 221 (4) MATH 202 (4) PSYC 101 (3)	11	NURS 461 (4) Advanced Writing (3)	7	18
<i>Term 4</i>	COMM 101 (3) NURS 240 (2) NURS 241 (2.5) NURS 242 (2.5) NURS 244 (2.5)	12.5	NURS 320 (3) NURS 340 (3)	6	18.5
<i>Term 5</i>	Art/Hum Elective (3) NURS 243 (2.5) NURS 250 (2.5) NURS 251 (4)	12	NURS 330 (3) NURS 360 (4)	7	19
		68		26	94
Associate degree awarded at HACC; student continues as MU RN to BSN student Total HACC Transfer Credits 68 + 26 MU credits = entering MU with 94 credits					
<i>Term 6</i>	HACC Graduation Prepare and complete NCLEX.		NURSING/Free electives	6	6
<i>Term 7</i>			NURS 438 (3) NURS 428 (3)	6	6
<i>Term 8 ** Must successfully complete NCLEX prior to taking NURS 421 and NURS 478</i>			NURS 421 (5) NURS 504 (3)	8	8
<i>Term 9</i> Apply for MU Graduate			NURS 478 (4) Free elective (3)	7	7
				27	121

Suggested Plan of Study – HACC Part-time Student (8 semester)					
Sequence may vary based on campus and course offerings					
<i>*Summer admissions may require delaying first MU course to the fall term due to financial aid requirements</i>					
	HACC		MU		Total Credits
<i>Pre-health; prior to nursing acceptance</i>	BIOL 121 (4)	4	<i>Apply to CEP when accepted into RN program</i>		4
<i>Term 1</i>	ENGL 101 (3) NURS 140 (1) NURS 142 (3) NURS 143 (1)	8	NURS 370 (3)	3	11
<i>Term 2</i>	NURS 141 (1) NURS 144 (3) BIOL 122 (4)	8	NURS 460 (3)	3	11
<i>Term 3</i>	NURS 150 (5) BIOL 221 (4)	9	NURS 461 (4)	4	13
<i>Term 4</i>	PSYC 101 (3) NURS 151 (4.5)	7.5	NURS Elective (3)	3	10.5
<i>Term 5</i>	NURS 240 (2) NURS 244 (2.5) COMM 101 (3)	7.5	NURS 320 (3)	3	10.5
<i>Term 6</i>	NURS 241 (2.5) NURS 242 (2.5) MATH 202 (4)	9	Advanced Writing (3)	3	12
<i>Term 7</i>	NURS 243 (2.5) NURS 250 (2.5) ENGL 102 (3)	8	NURS 330 (3)	3	11
<i>Term 8</i>	Art/Hum Elective (3) NURS 251 (4)	7	NURS 360 (4)	4	11
		68		26	94
Associate degree awarded at HACC; student continues as MU RN to BSN student					
Total HACC Transfer Credits 68 + 26 MU credits = entering MU with 94 credits					
<i>Term 6</i>	HACC Graduation Prepare and complete NCLEX.		NURSING/Free elective NURS 340	6	6
<i>Term 7</i>			NURS 438 (3) NURS 428 (3)	6	6
<i>Term 8 ** Must successfully complete NCLEX prior to taking NURS 421 and NURS 478</i>			NURS 421 (5) NURS 504 (3)	8	8
<i>Term 9</i>			NURS 478 (4) Free elective (3)	7	7
Apply for MU Graduate				27	121

Suggested Plan of Study – HACC Transitional Student					
Sequence may vary based on campus and course offerings					
HACC			MU		Total Credits
<i>Pre-health; prior to nursing acceptance</i>	BIOL 121 (4) ENGL 101 (3)	7	<i>Apply to CEP when accepted into RN program</i>		7
<i>Credits applied for prior learning</i>	NURS 140 (1) NURS 141 (1)	2			2
<i>Credits applied based on successful completion of challenge exams</i>	NURS 144 (3) NURS 150 (5) NURS 242 (2.5) NURS 243 (2.5) NURS 244 (2.5)	15.5			15.5
<i>Term 1</i>	NURS 142 (3) NURS 143 (1) NURS 151 (4.5) BIOL 122 (4)	12.5	NURS 370 (3)	3	15.5
<i>Term 2</i>	NURS 240 (2) NURS 241 (2.5) ENGL 102 (3)	7.5	NURS 460 (3) NURS 320 (3)	6	13.5
<i>Term 3</i>	BIOL 221 (4) MATH 202 (4) PSYC 101 (3) COMM 101 (3)	14	NURS 461 (4)	4	18
<i>Term 4</i>	NURS 250 (2.5) NURS 251 (4) Art/Hum Elective (3)	9.5	NURS 340 (3) Advanced Writing (3)	6	15.5
		68		19	87
Associate degree awarded at HACC; student continues as MU RN to BSN student Total HACC Transfer Credits 68 + 19 MU credits = entering MU with 87 credits					
<i>Term 6</i>	HACC Graduation Prepare and complete NCLEX		NURS 360 (4) NURS 340	7	7
<i>Term 7</i>			NURS 438 (3) NURS 428 (3)	6	6
<i>Term 8 ** Must successfully complete NCLEX prior to taking NURS 421 and NURS 478</i>			NURS 421 (5) NURS 504 (3)	8	8
<i>Term 9</i>			NURS 478 (4) Free elective (3)	7	7
<i>Term 10</i>			Free elective (6)	6	6
<i>Apply for MU Graduate</i>					
				33	121

Suggested Plan of Study – HACC STACK Student					
Sequence may vary based on campus and course offerings					
HACC			MU		Total Credits
HACC LPN general education credits	PSYC 101 (3) BIOL 121 (4) BIOL 122 (4) COMM 101 (3) ENGL 101 (3)	17			17
Pre-health; prior to nursing acceptance	BIOL 122 (4) ENGL 102 (3)	7	Apply to CEP when accepted into RN program		7
Credits applied for prior learning	NURS 140 (1) NURS 141(1) NURS 142 (3) NURS 143 (1) NURS 144 (3) NURS 150 (5) NURS 151 (4.5) NURS 242 (2.5) NURS 243 (2.5) NURS 244 (2.5)	26			26
Term 1	NURS 240 (2) MATH 202 (4)	6	NURS 370 (3) NURS 460 (3)	6	12
Term 2	NURS 241 (2.5) NURS 250 (2.5)	5	NURS 461 (4) NURS 320 (3)	7	12
Term 3	NURS 251 (4) Art/Hum Elective (3)	7	Advanced Writing (3) NURS 360 (4)	7	14
		68		20	88
Associate degree awarded at HACC; student continues as MU RN to BSN student Total HACC Transfer Credits 68 + 20 MU credits = 88 entering MU with credits					
Term 6	HACC Graduation Prepare and complete NCLEX		NURS 330 (3) NURS 340 (3)	6	6
Term 7			NURS 438 (3) NURS 428 (3)	6	6
Term 8 ** Must successfully complete NCLEX prior to taking NURS 421 and NURS 478			NURS 421 (5) NURS 504 (3)	8	8
Term 9			NURS 478 (4) Free elective (3)	7	7
Term 10			Free elective (6)	6	6
Apply for MU Graduate					
				29	121

ASN-RN/BSN Enrollment Verification

Harrisburg Area Community College (HACC) & Millersville University (MU)

The Offices of Financial Aid (OFA) at Harrisburg Area Community College (HACC) and Millersville University of Pennsylvania (MU) enter into agreement through the ASN-RN/BSN Enrollment Verification process. The process, facilitated with a shared spreadsheet, is similar to a blanket consortium agreement and will serve as a means of communication and coordination between the two institutions (HACC and MU).

Identification & Communication Responsibilities

Millersville Office of Online Programs:

Students who are accepted into this program and will be identified by the Office of Online Programs and a list will be sent to the Office of Financial Aid at both institutions. Once they become a Millersville student, HACC will code them as a guest student so that MU can become the home institution and process financial aid accordingly.

Millersville Office of Financial Aid:

Once identified, MU will place a requirement on the student's account notifying them that they need to complete terms and conditions as it relates to receiving financial aid at Millersville for the ASN-RN/BSN. See *Appendix A for example of information included*.

They will also be sent a Financial Aid Guide that includes information as it pertains to general requirements of receiving financial aid at MU and this program so that they are an active participant in ensuring their financial aid is processed. See *Appendix B for sample information to be included*.

Student:

They will be able to complete terms and conditions electronically through Student Forms and the student will need to:

- Confirm Personal identifiers and HACC ID number.
- Indicate enrollment information and the term they are requesting aid.
- Initial and sign indicating their agreement and understanding of their responsibilities.

Millersville Office of Financial Aid:

Once the terms and conditions has been completed by the student, it will trigger the OFA at MU update the sharable spreadsheet with the student's information and notify HACC of the students who intend on utilizing financial aid.

HACC Office of Financial Aid:

HACC will complete their portion of the spreadsheet and notify the OFA at MU so that financial aid can be processed. On the spreadsheet, HACC will:

- List the student's enrollment in course(s) attended at HACC for the applicable semester.
- Confirm components of the Cost of Attendance (COA) for tuition and fees as it applies to the student's specific enrollment.

Shared Institutional Responsibilities:

For the purposes of this agreement and in accordance with 34 CFR§668.5, HACC and MU agree:

- Millersville University (MU) is the “home institution” where the student will earn their Bachelor of Science in Nursing (BSN) degree. Harrisburg Area Community College (HACC) will be the “host” school” where the student enrolls in course(s) applicable to the student’s program of study at MU.
- Millersville University’s OFA will be responsible for the overall processing of the student financial aid application, determining eligibility, and disbursing funds in accordance with all Title IV, state, institutional, and private regulations.
- Millersville University will generate an electronic Financial Aid Offer for students who have completed the appropriate financial aid applications and meet general eligibility requirements for the academic year in question. Eligibility requirements include, but are not limited to:
 - Satisfactory Academic Progress (SAP): Student must meet academic progress standards at MU as is defined by the different federal, state and/or s private aid sources.
 - Course Program of Study (CPOS): Students can only receive federal aid for courses at HACC and/or MU that are outlined in their program of study or program educational plan (Addendum A: Concurrent Curriculum Overview). coursework taken at the host school will count toward a student’s financial aid enrollment status for all aid programs at the home school.
 - Enrollment Requirements: Certain aid programs have specific enrollment requirements to receive funding. Each applicable aid source will be processed based on actual enrollment.
- Millersville University will disburse to a student’s account funds received from federal, state, institutional, and private aid programs so long as:
 - Official ASN-RN/BSN Enrollment Verification (via the shared spreadsheet) has been completed by HACC and returned to MU’s Office of Financial Aid.
 - The student is continuing to meet all eligibility and enrollment criteria. Aid sources may be adjusted if there has been a change in the student's eligibility and/or enrollment.
 - The student has completed all necessary financial aid requirements.
- HACC agrees to notify MU of any enrollment changes if they become aware of them; within one week of the effective date of the enrollment change.
 - For any student withdrawing from all courses, HACC will provide the last date(s) of attendance at an academically related activity as defined in 34 CFR §668.22(1)(7)(i), for courses in which the student was enrolled for the purpose of completing Return of Title IV funds calculations.
- HACC agrees to automatically send academic transcripts to MU upon completion of the semester for each student enrolled in this program.
- Both Millersville University and HACC agree to encourage the student to proactively contact the billing office at HACC and provide a copy of their financial aid offer from MU to prevent late fees or drop for non-payment.

Appendix A: Student Terms & Conditions:

STUDENT NAME

STUDENT ID

PREFERRED EMAIL

PHONE NUMBER

GENERAL INFORMATION

This form acknowledges the Millersville/HACC Concurrent Enrollment Nursing Program as outlined in this agreement. This form serves as the contractual agreement between the two institutions, acknowledging concurrent enrollment for financial aid considerations. The student's enrollment at HACC will be tracked using an enrollment spreadsheet shared by the HACC financial aid and registrar's offices and distributed to Millersville for financial aid purposes. By completing this form, the student acknowledges this collaboration between the institutions and understands that sharing of educational data between the institutions is necessary.

This form attests that Millersville University is the designated home institution, where the student is expected to complete their degree; any credits taken at HACC for the ASN-RN/ BSN program will transfer back to Millersville University upon completion of the semester.

This form, in its entirety must be returned to Millersville's Office of Financial Aid for processing.

ENROLLMENT INFORMATION TO BE COMPLETED BY THE STUDENT

HOST INSTITUTION NAME

HOST STUDENT ID

Will you be taking credits at Millersville during the semester you plan to be enrolled at HACC?

☐

YES

☐

NO

Check the box below that corresponds with the semester you plan to be enrolled at HACC.

A separate form must be completed for each semester you are requesting financial aid under a Consortium Agreement.

☐

SUMMER 20yy

☐

FALL 20yy

☐

SPRING 20yy

STUDENT RESPONSIBILITIES AND CERTIFICATIONS

Please read carefully and initial next to each item indicating you understand and agree to the terms of the consortium.

☐

I understand the course(s) I am enrolled in at HACC must be outlined in my Curriculum Overview or Course Program of Study (CPOS) in to receive financial aid for them.

☐

I understand it is my responsibility to ensure all financial aid applications and requirements are complete so that aid may be processed on my behalf.

☐

I understand that it is my responsibility to secure additional funding or make payment arrangements with HACC if my offered financial aid does not cover my charges.

☐

I understand I should proactively contact the billing office at HACC and provide a copy of my financial aid offer from MU to prevent late fees or drop for non-payment.

☐

I understand financial aid at Millersville will not pay to my account until after the add/drop period each semester and if I receive a refund, I am responsible to use those funds to pay any balances at HACC.

☐

I understand that I must notify Millersville's Office of Financial Aid if there is a change to my enrollment or if I withdraw from any course at my host institution as it may affect my aid eligibility.

By initialing above and signing below I agree to my responsibilities, and I am granting Millersville's Office of Financial Aid the ability to release financial aid eligibility information to my host institution if requested.

STUDENT SIGNATURE

DATE

Appendix B: Student Financial Aid Guide Overview

Once a student begins at MU there are certain responsibilities and processes that they must be aware of for the purposes of receiving financial aid. These responsibilities are general and not specific to the ASN-RN/BSN program. Millersville's Office of Financial Aid will provide a one-page document to students listed in the ASN-RN/BSN between HACC and MU. This document is intended to assist in making the transition seamless between institutions. By following these guidelines and fulfilling their responsibilities, students can ensure that financial aid is processed correctly.

This document will include steps such as:

- **Encouraging students to complete the Free Application for Federal Student Aid (FAFSA).**
 - Including MU's school code (003325) will allow for eligibility determination.
- **Informing students of general eligibility criteria and their responsibility for maintaining it.**
 - Satisfactory Academic Progress (SAP)
 - Course Program of Study (CPOS)
 - Enrollment Requirements by Aid Type
- **Encouraging students to check their myVILLE Student Portal as it pertains to financial aid.**
 - Students need to have all financial aid requirements completed to have aid applied.
- **Informing students of their responsibility to notify MU's OFA of any enrollment changes at any time during the semester.**
 - Enrollment changes include dropping or adding courses, withdrawing or taking a leave of absence from the program, or any other changes that may impact their financial aid eligibility. This applies to any courses taken at MU and/or HACC for which they are receiving financial aid.
- **Encouraging students to provide their Financial Aid Offer to HACC's Billing Office.**
 - Students are encouraged to provide a copy of their financial aid offer for the semester to HACC's billing office to ensure they are aware of the financial aid resources available to the student at MU and can make appropriate billing arrangements.
- **Recommending students to secure additional funding if applicable.**
 - If needed, students are responsible for securing additional funding to cover any remaining costs beyond their financial aid offer. This may include exploring payment plans, federal PLUS loans, or private loans.
- **Reminding students to apply MU Refund toward HACC balances.**
 - Students will be required to pay any outstanding balances at HACC. If they are intending to utilize aid received from MU to resolve their balance due with HACC, they will need to use any refund received to do so. It is important for students to manage their finances responsibly and make timely payments to avoid any additional charges or penalties.

By following these guidelines and fulfilling their responsibilities, students can navigate the transition from HACC to MU smoothly and ensure that their financial aid is processed correctly.

Sample Guide:

Please review and acknowledge your responsibilities for participating in the HACC & MU Concurrent Enrollment Nursing Program:

1. **Complete the FAFSA:** Ensure you complete the Free Application for Federal Student Aid (FAFSA) and include Millersville University's school code (003325) to determine and process your aid eligibility.
2. **Maintain Satisfactory Academic Progress (SAP):** Maintain a satisfactory academic record, defined as completing at least 67% of attempted credits with a minimum GPA of 2.0, to continue receiving federal and state aid.
3. **Meet Enrollment Requirements for Course Program of Study (CPOS):** Students can only receive aid for courses outlined in their program of study.
4. **Meet Enrollment Requirements for Federal Direct Student Loans (if applicable):** Enroll at least half-time to be eligible for Federal Direct Student Loans, demonstrating active pursuit of your education.
5. **Notify Millersville's Office of Financial Aid of Enrollment Changes:** Inform Millersville's Office of Financial Aid promptly of any changes to your enrollment status, including course additions or withdrawals at MU or HACC.
6. **Provide Financial Aid Offer to HACC's Billing Office:** Give a copy of your financial aid offer for the semester to HACC's billing office to facilitate appropriate billing arrangements.
7. **Secure Additional Funding:** If necessary, secure additional funding beyond financial aid to cover remaining educational costs through payment plans, federal PLUS loans, or private loans.
8. **Apply MU Refund to HACC Balances:** Resolve any outstanding balances at HACC using refunds received from MU, if applicable. Manage finances responsibly to avoid additional charges or penalties.

By signing below, I acknowledge that I have read and understand my responsibilities outlined above for the HACC & MU Concurrent Enrollment Nursing Program:

_____	_____	_____
[Printed Name]	[Millersville ID]	[HACC ID]
_____	_____	_____
[Student Signature]		[Date]