

Before completing this application, review the eligibility requirements, policies, and application procedures (see p. 2).

Name _____ Northland College ID# 90- _____

Telephone #: _____ Northland PO Box # _____

CELL Program(s) in which you hope to participate: _____

Year and semester when you hope to participate: _____

Class standing during the semester in which you hope to participate: ___ SO ___ JR ___ SR

Academic Advisor Approval

Academic Advisors:

The student identified above hopes to participate in a program developed by the Center for Ecological Living & Learning (CELL). Details about these programs and the courses associated with them may be found on the CELL website (<http://www.cellonline.org/>). Additional questions about these programs may be directed to the Northland College CELL Program Advisor, Brian Tochtermann, ext. 1233.

Prior to approving a student's participation in CELL, the College asks that the student meet with an academic advisor to discuss how a CELL program will contribute to their academic goals and how the CELL courses will be integrated into their academic completion plan.

By signing below, you are verifying that the student named above has met with you and that you have discussed the items described above.

Academic Advisor Signature _____ Date _____

Eligibility Verification & Financial Consultations

Student Applicant: After securing the approval & signature of your academic advisor, visit each of the offices below to verify your eligibility and to receive financial consulting relevant to your participation in a CELL program. Be sure to have a representative of each office sign below after meeting with them.

Registrar's Office _____ Date _____

Financial Aid Office _____ Date _____

Student Accounts Receivable _____ Date _____

Final Approval

Student Applicant: Return this completed form to the CELL Program Advisor for final approval.

CELL Program Advisor _____ Date _____

Northland College Eligibility Requirements, Policies, and Application Procedures for The Center for Ecological Living & Learning (CELL)

Eligibility Requirements

To participate in a CELL program, students must have:

- 1) sophomore, junior, or senior standing during the term(s) in which they participate in the CELL program;
- 2) earned "Good" academic standing in the semester prior to their participation in the CELL program;
- 3) no incompletes from terms prior to their participation in the CELL program;
- 4) no financial or academic holds on their student account.

Policies

The following policies govern the Northland College partnership with CELL:

- 1) Participation in CELL programs is open to students studying in any academic area;
- 2) Students are responsible for paying tuition and fees for CELL Programs directly to CELL;
- 3) If eligible students wish to apply federal or state financial aid to the costs of their CELL program and to earn academic credit for their program, they must (a) complete Northland's "CELL Application to Participate" form; (b) pay Northland an off-campus credit fee of \$70 per credit, (c) complete a "Student Account Refund Form," and (d) complete and submit the appropriate special program registration form prior to beginning the off-campus program [**Note:** Students are not eligible to apply Northland College scholarships, grants, or aid awards to the cost of CELL Programs, with the exception of grants made through the McLean International Travel Fund.];
- 4) Students planning to participate in a CELL program assume responsibility for completion of required paperwork with CELL and for notifying the Northland College Registrar's Office of final enrollment plans;
- 5) It is the student's responsibility to immediately notify the Northland College Registrar's Office if any changes are made to their schedule once the CELL program begins. If a student withdraws from or leaves a CELL program during the semester, or decides not to attend at the last minute, the Registrar's Office must be notified immediately. Failure to do so may have significant financial consequences.

Application Procedures

Before submitting an application to CELL

- Notify the Northland College CELL Program Advisor, Brian Tochtermann, of your interest in CELL and ask any questions that you may have about the program.
- Complete the Northland College "Application to Participate Form."
- Submit the "Application to Participate Form" to the CELL advisor for final approval **no later than October 1st for Winter Semester programs and no later than March 1st for Summer and Fall Semester programs.**
- Prepare & Submit an application for a McLean International Travel Grant, if you wish. (For further details, contact Michaela Wickman at mwickman@northland.edu.)

After receiving final approval from the CELL Program Advisor

- Prepare and submit an application to CELL. (The application form may found at <http://www.cellonline.org/>.)

After being accepted to a program by CELL

- Make appropriate deposit and tuition payments directly to CELL.
- Pay Northland College the appropriate off-campus credit fee of \$70 per credit.
- Complete a "Student Account Refund Form."
- Complete a CELL Special Program Registration Form (<https://my.northland.edu/registration/how-to-register/off-campus-study/>), and submit the form to the Registrar's Office as soon as possible.
- Immediately notify the Registrar's office if you make any changes to your plans or decide not to participate in the CELL program for which you have registered.