



FINDING COURSES & REQUESTING ENROLLMENTS VIA COURSE SHARE

1. Begin at <https://acadeum.com/>. Click the Login button.
2. A pop-up window will ask if you are a student or an institution. Click the Student Login button.
3. If this is your first time using this site, you will be prompted to create an account with Acadeum. Click the Sign Up button. *Note: College Consortium recently changed its name to Acadeum; you may see both names on the site, but they are the same thing.*
 - a. You can use the same log-in ID that you use for your Wabash accounts; it's recommended that you create a different password.
 - b. All of the fields are required and you must check the boxes agreeing to the Terms of Service and Privacy Policy, and to receive notifications. You should only have to build this account once.
 - c. When finished, click "Submit." *Note: soon we hope to activate Single Sign On with Course Share, but for now students must build an account.*
4. Type "Wabash" in the search field to search for Wabash's approved courses. Click the box that appears underneath for Wabash College.
5. Here you will see offering information for the courses Wabash has approved for our students to take through Course Share. Over time, the number of Course Share options will increase.
6. If you see a course you want to take, click "Register." Pay attention to the start and end dates for the course.

STUDENTS: *This does not actually register you for the course. It is a request to register, and lets Wabash and Course Share administrators know that you are interested.*
7. Your request is routed to the Wabash Registrar's Office, who will coordinate course approval with your advisor.

ADVISORS: *The Registrar's Office will email you with your advisee's request, to confirm your approval. A student will not be registered in a Course Share course until you reply with your approval.*
8. Once advisor approval is received, the Registrar's Office will confirm the student's registration with the teaching institution. The course will be added to the students Wabash Summer 2021 schedule with the Wabash equivalent course number listed above. Note that it can take time to receive confirmation and approvals; please keep this in mind if your desired course's start date is close.



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Important Points to Remember about Course Share

Although Course Share courses appear on your Wabash transcript, they are taught by another institution and are **considered by Wabash to be transfer courses**. This means:

- The grade you earn for a Course Share will not go on your Wabash transcript, only the credit earned. These courses will receive the grade of CR once they are successfully completed, i.e. with a grade of C- or higher. If you do not earn a grade of at least C-, you will receive an NC grade for the course.
- The credit earned will count toward the 34 required credits for graduation, but a Course Share course will have no impact on your Wabash grade point average.
- Each Course Share credit completed will reduce (by one) the number of transfer credits a student is permitted to take from other institutions. See the [Academic Bulletin](#) for more details on transfer credit limitations.
- No more than one credit from Course Share courses may be applied toward the completion of a distribution requirement at Wabash that requires more than one credit for completion. The student must complete all other credits in that distribution area with Wabash courses.

Because Course Share courses are not Wabash courses, the policies of the teaching institution govern all aspects of the student's participation in the course. This must be noted with respect to such things as:

- **Drop dates.** The drop date for a Course Share course are established by the teaching institution and will be listed with the course details on the Course Share site. After the teaching drop date has passed, the student is financially obligated for the full cost of the course. Note that these dates may or may not coincide with the drop dates Wabash establishes for that semester/term for its own courses.
- **Learning management systems.** The student must use the learning management system of the teaching institution for the work of the Course Share course, to the extent that a learning management system is used. Some Course Share teaching institutions use Canvas like Wabash does, but some may use different systems (Blackboard, Moodle, etc.). It is the teaching institution's responsibility to equip enrolled students with the resources to complete a Course Share course successfully.
- **Grade changes or challenges to grading.** The teaching institution's policies on grade changes dictate the process and procedures to be followed for students who have questions about grading in a Course Share course.