



# DAY STUDENT REGISTRATION FOR AN ON-LINE COURSE

NAME \_\_\_\_\_ CLASS LEVEL \_\_\_\_\_

WJU STUDENT ID #: \_\_\_\_\_ CURRENT MAJOR \_\_\_\_\_

ACTIVE E-MAIL ADDRESS: \_\_\_\_\_

CONTACT TELEPHONE NUMBER: \_\_\_\_\_

Have you ever taken an on-line course at WJU?     YES     NO

### LIST THE ON-LINE COURSE FOR WHICH YOU WISH TO REGISTER

Synonym Number (ex. 93456)	Department, Course Number, Section Number (ex. HIS 110-80)	Credits
/		

Student Rationale/Reason for taking this online course:

\_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

*\*ALL of the following signatures MUST be obtained in the listed sequence:*

\_\_\_\_\_  
\*Current Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
\*Department Chair for respective On-Line Course

\_\_\_\_\_  
Date

\_\_\_\_\_  
\*Associate Academic Dean

\_\_\_\_\_  
Date

\_\_\_\_\_  
\*Assoc. Dean, Center for Professional and Graduate Studies  
(Manager of On-Line Enrollment)

\_\_\_\_\_  
Date

**\*\* PLEASE NOTE YOU WILL NOT BE REGISTERED FOR THIS COURSE(S) UNTIL THE DROP/ADD PERIOD DURING THE FIRST WEEK OF CLASSES.**

Bb tutorial: <input type="checkbox"/> YES <input type="checkbox"/> NO	Office Use Only:
Date/Time submitted: _____	Class standing and GPA verification: _____



## DAY STUDENT REGISTRATION FOR AN ON-LINE COURSE

Undergraduate Day students who wish to enroll in an online course during the Fall/Spring terms must:

- Be of Junior/Senior standing in the term when the course is being offered.
- Have a cumulative GPA of 2.75 or higher
- Have an extenuating circumstance/reason for taking this course
  - These courses are designed for adult learners in online degree programs; allowing day students to take such courses is an exception to the normal policy and must be supported with a strong rationale.
- Must attend an orientation for online courses (failure to attend will result in you being administratively removed from the course)
- Complete the opposite side of this form and obtain ALL signatures IN THE ORDER LISTED.

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