



DAY STUDENT PETITION FOR AN ON-LINE COURSE

NAME _____ CLASS LEVEL _____

WJU STUDENT ID #: _____ CURRENT MAJOR _____

E-MAIL: _____ 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

*Coordinator of Student Services (NTTC)

Date

Registrar (NTTC)

Date

Dean Stephen Stahl (ASC)

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: ____ YES ____ NO	Office Use Only:
Date/Time submitted: _____	Class standing and GPA verification: _____



DAY STUDENT PETITION 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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DROP/ADD PERIOD DURING THE FIRST WEEK OF CLASSES.**