



**MAIN CAMPUS APPROVAL TO TAKE A CAMPBELL UNIVERISTY ONLINE COURSE**

**STUDENT NAME** \_\_\_\_\_ **STUDENT ID #** \_\_\_\_\_

**CU E-MAIL** \_\_\_\_\_ **PHONE NO.** \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

**REGISTRATION DATES (Spring I & Spring II 2019):**

- **Registration Open to All Students:** Nov 28
- **Add Period Ends:** Jan 9 at Noon [Spring I] --- Mar 13 at Noon [Spring II]
- **Drop Period Ends:** Jan 14 at Noon [Spring I] --- Mar 18 at Noon [Spring II]

Attach and submit completed form using the following link: [online.campbell.edu/student-resources/main-campus-students](http://online.campbell.edu/student-resources/main-campus-students)

Department	SYN#	Course #	Course Name (one course per form)	Instructor

**ATTENTION:**

Students requesting permission to enroll in online courses at Campbell University should be advised of the following Adult and Online Education Policy. The full policy can be found on page 29 of the 2015-17 Undergraduate Studies Bulletin.

- The requested course will not be available on the main campus during the semester in which the online course is requested. Furthermore, the student must demonstrate the requested course is necessary for a timely graduation (e.g. senior, study abroad, internships, teaching fellow, medical, etc.).
- A main campus student may enroll for no more than two online courses per semester (no matter the campus of the course).
- Cumulative: Students may take no more than 49 percent of their semester credit hours for the degree through Campbell University Online.
- Students should be advised of the add/drop and course withdrawal procedures. Adds, drops, and withdrawals must be completed using the digital form found at [online.campbell.edu](http://online.campbell.edu). Students failing to drop will be financially responsible for the course and will be issued a grade.
- It is each student's responsibility to contact the Business office for Campbell University Online course tuition rates.
- Approval must be obtained from the student's faculty adviser, the adviser chair, and the chairperson of the department where the course resides.
- All exceptions to policy must be approved by the student's Academic Dean in the Comments/Exceptions section (>2 online courses per semester, etc.).

The student whose name appears on this form meets the requirements and has approval to take the above courses.

Datatel Colleague ATRT Screen

**HOURS COMPLETED** \_\_\_\_\_ **HOURS CURRENTLY ENROLLED** \_\_\_\_\_ **CU CUMULATIVE GPA** \_\_\_\_\_

**CLASSIFICATION**  Freshman  Sophomore  Junior  Senior **ANT. GRAD. DATE** \_\_\_\_\_

**(1) \*Adviser Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Adviser Justification:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**(2) \*Adviser Chair Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**(3) \*Department Chair Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

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\* Complete all areas in orange. All signatures are required. Incomplete forms will not be accepted.

\*Students are encouraged to retain a copy for their records/date reference. Copies will not be made in the Adult and Online Education Department.