

APPROVAL TO TAKE A CAMPBELL UNIVERSITY ONLINE COURSE

STUDENT NAME _____ STUDENT ID # _____

CU E-MAIL _____ PHONE NO. _____-_____-_____

REGISTRATION DATES (Spring I & Spring II 2022):

- **Registration Open to All Students:** Nov 29 at 10am
- **Add Period Ends:** Jan 12 at Noon [Spring I] --- Mar 16 at Noon [Spring II]
- **Drop Period Ends:** Jan 17 at Noon [Spring I] --- Mar 21 at Noon [Spring II]

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

SYN #	COURSE ID	SECTION	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 in the current iteration of the Undergraduate Studies Bulletin (courses.campbell.edu).

- The requested course will not be available on the main campus during the semester in which the Adult and Online Education course is requested. Furthermore, the student must demonstrate the requested course is necessary for a timely graduation.
- A main campus student may enroll for no more than three courses per semester through Adult and Online Education.
- 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. Students failing to drop will be financially responsible for the course and will be issued a grade.
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- It is each student's responsibility to contact the Business office for Campbell University Online course tuition rates.
- The maximum number of combined hours from all campuses during any semester may not exceed 18.5 hours.
- Approval must be obtained from the student's faculty adviser, the adviser chair, the chair of the department where the course resides, and the student's dean.
- It is ultimately the responsibility of the student's adviser to ensure all of the above policies/requirements are met and followed before signing the approval.
- All exceptions to policy must be documented and approved by the student's Academic Dean (>3 online courses per semester, etc.).

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

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 (of Course) Signature: _____ Date _____

(4) *Student's Dean Signature: _____ Date _____

Comments/Exceptions: _____

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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.