

REQUEST TO TAKE A COURSE THROUGH BELHAVEN ONLINE CAMPUS

Student's Name: _____ Belhaven ID #: _____
Phone Number: _____ Cell Phone Number: _____ Email Address: _____
Expected Graduation Date: _____ Student's Major: _____ Minor: _____
Student Signature: _____ Date: _____

(Please sign, indicating that you have read and understand the guidelines for concurrent enrollment in Online Campus and initial below indicating understanding of computer requirements for online campus students.)

- _____ I have a working computer desktop/laptop at home
- _____ My computer is running a recent operating system (Windows XP or newer or Mac OS 10.4 or greater)
- _____ I have Microsoft Office 2003 or newer installed
- _____ I have speakers
- _____ I have a microphone or a headset with a microphone (microphone may also be built into the webcam)
- _____ I have a built in webcam or an external webcam installed on my computer or will have one installed and working prior to orientation so that tech support can verify its functionality (webcam is required for the undergraduate program)
- _____ I have a non-wireless high-speed internet connection (mandatory for undergrad program synchronous courses, recommended for other programs)

Course to be taken through Online Campus: Number _____ Title _____ Section _____
On Ground requirement being fulfilled by Online course: Number _____ Title _____ Section _____
Date course is to be taken: _____

Requirements for Online Course Approval

1. Maximum of four courses are allowed in Online program for undergraduate students and two courses are allowed for graduate students.
2. Must have cumulative Belhaven 2.5 GPA or higher
3. Must satisfy Online Campus requirement for computer software/hardware, internet connection, take scheduled online orientation, and be prepared to meet class attendance requirement
4. Space must be available in desired Online course
5. Course being requested cannot be a fundamental skills course (Math and English 100 level courses)
6. Course being requested cannot be a pre-requisite course unless the student has a 3.0 GPA or higher (BBA318, 319, 320, 321, MAT202, 345, PSY201, 202, SOC202)
7. Application must be made at least three weeks prior to Online course start date to ensure adequate time for processing (requests coming within the three week window jeopardize students timely processing)

REQUIRED SIGNATURES:

1. Student Advisor/SS: _____ Date: _____
2. State Dean/Registrar: _____ GPA: _____ Date: _____
3. Dean of Acad. Enhancement: _____ Date: _____
4. SS Online Campus: _____ Date: _____ Approved _____ Denied _____

(Instructions for processing are located in the Adult Studies Manual)