REQUEST TO TAKE A COURSE THROUGH BELHAVEN ONLINE CAMPUS

Student’s Name: ____________________________________ Belhaven ID #________
Phone Number: ________________________________ Cell Phone Number: __________________________
Email Address: __________________________________ State of Residence*: ______________________________
Expected Graduation Date: ________________ Student’s Major: ______________________________

Student Signature: __________________________________________________________ Date________________________

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

☐ I have access to a working computer (desktop or laptop) that has at least 2GB of RAM and a minimum of 1GB of available hard drive space.
☐ This computer has an active internet connection. (We strongly recommend a high-speed connection, either DSL or Cable.)
☐ This computer is running one of the following operating systems: PC- Windows XP, Vista, 7 or 8; Mac- OS 10.5 or better.
☐ This computer has Microsoft Office Suite installed: PC- MS Office 2007 or better; Mac- MS Office 2011 or better.
☐ This computer has one of the following browsers installed: PC- Internet Explorer 8 (or better) or the current version of Firefox; Mac- Safari 5 (or better) or the current version of Firefox.
☐ This computer has the following plug-ins installed: Adobe Reader, QuickTime and Java.
☐ I have hardware to listen to audio content and, depending on course requirements, access to headset with microphone.
☐ Our online program does not currently support the following: the Google Chrome browser, the Google Chromebook and mobile devices (such as phones and tablets).

Course to be taken through Online Campus: Number__________ Title___________________________ Section ____________
On Ground requirement being fulfilled by Online Course: Number__________ Title___________________________
Date course is to be taken: ______________________________________________________________

Requirements for Online Course Approval

☐ Maximum of ten courses are allowed for undergraduate students and four courses are allowed for graduate students.
☐ Must have cumulative Belhaven 2.5 GPA or higher
☐ Must satisfy requirement (above) for computer software/hardware, internet connection, take scheduled online orientation
☐ Space must be available in desired Online course
☐ Course being requested cannot be a pre-requisite course unless the student has a 3.0 GPA or higher (BBA320, 321, ENG103, 108, MAT202, 345, SOC202)
☐ Application must be made at least three weeks prior to Online course start date to ensure adequate time for processing
☐ Graduate Education: Cannot be the last two courses in their program
☐ *Students residing in TN must complete the necessary THEC enrollment forms

REQUIRED SIGNATURES:

1. Student Advisor/SS: _____________________________________________ Date______________

2. State Dean/Registrar: _____________________________________________ GPA __________ Date__________

(Instructions for processing are located in the Adult Studies Manual)
Revised February 14, 2014