TAYLOR UNIVERSITY

Taylor University Online Course Approval

Taylor University Online Policy & Guidelines — *Please carefully read the following information before completing registration form.*

- Courses taken through Taylor University Online (TUO) require the completion of the TUO course approval form. This form requires signatures of the student's advisor and department chair of the course taken. After review, final approval is completed by the Registrar.

- No more than 16 hours of distance learning may be taken to fulfill degree requirements; courses included in the regular schedule of classes as offered online during Fall, Spring, and Summer terms do not count toward this limit.

- *Grades earned affect the student's GPA and are recorded on the student's transcript.* Traditional students must seek approval to enroll in TUO courses through the Fall or Spring semester, Interterm, or Summer term.

- Students on institutional academic probation are not permitted to register for courses through TUO unless repeating the course. No academically suspended student may be enrolled in any Taylor courses, including those offered by TUO.

- Candidates for graduation must complete all distance learning course work and exams prior to the conferral date of the degree.

Please clearly print all information.

Student Name _____   Student ID# _____

International Student?   NO   YES[†]   [†]*TU SEVIS Liaison Signature* _____ *Date* _____

[†]*If yes, obtain change must be approved by the TU SEVIS liaison.*

How many credits have you taken by distance education, including TUO and transfer courses? _____

Please register me for this TUO course in the term listed below. I agree to comply with the academic and registration regulations as stated in the catalog, and I have communicated with Students Accounts and Financial Aid to understand how this registration will affect my tuition, financial aid, and scholarships.

Student Signature _____   **Date** _____

Taylor University Online Enrollment and Course Information

☐ Fall 20_____   ☐ Interterm 20_____   ☐ Spring 20_____   ☐ Summer 20_____

Course #: _____   Course Title: _____   Credits: _____

Anticipated credits this term for: Transfer: _____   TUO: _____   Taylor (non-TUO): _____   Total: _____

Approval Signatures   ** Obtain all applicable approval signatures before submission to Registrar.*

* Academic Advisor _____   *Date* _____
Required

* Course Department Chair _____   *Date* _____
Required

* Education Department Chair _____   *Date* _____
Only required for elementary & secondary education majors

* Foundational Core Coordinator _____   *Date* _____
Only required for SP or CC credit

Registrar Office   *For Registrar Office use only*

Registrar _____   *Date* _____

☐ Approved   ☐ Enrollment/Transcript Deadline: _____   ☐ Graduation Candidate: _____

☐ Denied   *Comments:*

For office use only

___ Credits taken by distance   ___ Total Credits for Term   Cumulative GPA: _____

CRN: _____   ☐ SPACMNT   ☐ SHADEGR   ☐ Notify TUO   ☐ Notify Student