

ONLINE COURSE REQUEST FORM

APPLICANT INFORMATION

Student ID:	Student Name:	
Phone:	Email:	
Current home address:		
City:	State:	ZIP Code:
Type of Student: select	Status: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	MBA Concentration: select

EMPLOYER INFORMATION

Employer:	Professional Title:	
Employer address:		
Phone:	E-mail:	Fax:
City:	State:	ZIP Code:

REASON FOR ONLINE COURSE REQUEST

Please include a brief explanation on your exceptional situation leading to your request to enter online course offerings:

Please indicate status of support documentation for your request: select
 Comments:

ONLINE COURSE REQUEST

CRN (e.g. 12345)	Course Code (e.g. ACCT 601)	Course Title/Name	Rank for preference (ex: first choice, etc)

Please indicate the **total** number of online courses you would like to register for this term: One Two Three

NOTE TO STUDENTS REQUESTING ENTRY TO ONLINE COURSES

We appreciate your interest in gaining entry to online course offerings, but due to overwhelming demand we can not accommodate all requests for entry to these valuable but limited resources. All students requesting entry to online offerings are required to enroll in available on-campus courses offered as a contingency plan in the event the online request is not approved. **In order to fairly evaluate all requests based on exceptional needs and circumstances, all requests must be submitted by two weeks prior to the start of the term. No late forms or requests will be accepted.**

We ask that all students review course descriptions, required pre-requisites, and their plans of study prior to submitting this request to guarantee that all such requests are appropriate given stated pre-requisites and graduation requirements. Details for locating this information via Drexel web resources are outlined in the Student Guide available for download at www.lebow.drexel.edu, under the link to "Graduate," "Grad Student Resources," and then "Forms."

SIGNATURE AND AGREEMENTS

By signing below I confirm that all information provided above is accurate and true to the best of my knowledge, and that I have reviewed the information included in the above "Note to Students Requesting Entry to Online Courses."

Name (please print): _____

Signature of applicant (required): _____	Date: _____
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Please return forms via fax to 215-895-1012 or omb@drexel.edu (subject "online course request") ONLY if you have access to a scanner to include signature. To confirm receipt and/or processing, please send an email message to omb@drexel.edu (subject: "confirm online course request").