



This form is for use by residential graduate students at William & Mary who wish to take an online graduate business course(s).

**STUDENT INSTRUCTIONS:**

1. Complete Section A of the form.
2. Obtain signature needed in Section B. Residential graduate business students must obtain approval from their program office administrator. Graduate students outside the Mason School of Business should check with their program office to obtain the appropriate approval/signature.
3. Obtain instructor signature in Section C if you are a graduate student in any program other than the Part-Time MBA.
4. Return the form to your program office for final processing by Mason Academic Administration.

**SECTION A - Completed by the Student**

Name: \_\_\_\_\_ Student ID (93...): \_\_\_\_\_

Current Program: \_\_\_\_\_ W&M Email: \_\_\_\_\_

List the information for the online course(s) you wish to take:

Semester & Year	CRN	Online Course Title	Course #

By signing below, you acknowledge that:

- You are aware of the course registration deadlines (course start, add/drop, and withdraw) and agree to take the appropriate action by those deadlines, if necessary.
- There may be prerequisites that need to be satisfied prior to approval being granted.
- If you applied for federal aid, taking this course may impact your eligibility and may not be federal aid eligible.
- Any hold or other registration restriction must be resolved prior to registration.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**SECTION B - Current Program Approval**

Please sign below if you approve the student's request to enroll in the above course(s).

Program Administrator Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**SECTION C - Additional Approval (Not Required for Part-Time MBA Students)**

Please sign below if you approve the course enrollment by Mason Academic Administration.

Faculty Director/Instructor Signature, if applicable: \_\_\_\_\_

Date: \_\_\_\_\_