



This form is for use by 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. If the course is within the Mason School of Business but outside your program, your current program advisor/director must approve the request. If the course is within the School of Education or the School of Marine Science, approval is required from the Dean of the school. If the course is within Graduate Arts & Sciences, approval is required from the faculty. If the course is within the School of Law, approval is required from the registrar.
3. Return the form to the Online Program Office to complete Section C and for final processing by Academic Administration.

SECTION A - Completed by the Student

Name: _____

Student ID (93...): _____

Current Program: _____

Please check this box if you do not wish to transfer the course(s) to your current program. Complete the rest of Section A and skip to Section C.

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.
- Course fees for non-program course(s) will be different from course fees in your current program. You are responsible for paying the course fees of the online course.
- 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 (See #3 above for details)

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

Faculty Director/Instructor Signature, if applicable: _____

Date: _____

Associate Dean for Online Programs Signature: _____

Date: _____