



CORBAN
UNIVERSITY

OFFICE OF THE REGISTRAR
5000 DEER PARK DRIVE SE, SALEM, OR 97317-9392
503-375-7017 | 503-585-4316 fax

Undergrad Online Petition Traditional Undergraduate Students

Student's Name _____ Student ID# _____ Date _____
(please print)

I request to take the following course in UO: _____ *Fall* _____ *Spring* _____ *Summer* of Year _____

Course Number _____ Course Title _____ # of Credits _____

Course Number _____ Course Title _____ # of Credits _____

Print your rationale for taking this course through UO:

Student's Signature _____ Date _____

UO Coordinator Signature _____ Date _____

Director of Financial Aid Signature _____ Date _____

This petition must be signed by the Registrar Signature _____ Date _____

Comments:

For Registrar's Office Use Only

Date Received in Office _____ Date added to student schedule _____

Undergrad Online (UO) Petition Guidelines for Traditional Undergraduate Students

GUIDELINES

1. Tuition for UO courses: Any additional online courses will be charged \$420 per credit hour.
2. Dependents of Corban employees who wish to utilize the "employee dependent tuition benefit" for UO courses must meet the requirements stated in #1. The tuition benefit applies only if the total units per semester do not exceed 17 and there is the minimum number of paying students in the class.

PROCEDURE:

1. **BEFORE** completing the petition, please inquire with UO office as to course availability (503-375-7589).
2. Complete the petition, obtain the required signatures and return to the Registrar's Office.
3. The student will be contacted once they have been registered for the UO course.
4. If this course puts you over 19 credit hours, you will need to petition to go over the full time credit limit. Petitions are available in the Registrar's office.

GUIDELINES:

1. Check with the Director of Financial Services to make sure it doesn't affect your financial aid.

NOTE: YOU MUST HAVE A COMPLETED COPY OF THIS REGISTRATION FORM (including all required signatures) IN ORDER TO REGISTER FOR A UO CLASS. CLASSES FILL QUICKLY, SO IT IS IMPORTANT TO PLAN AHEAD.