



**CORBAN**  
UNIVERSITY

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

# Undergrad Online Registration Form 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 \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

UO Coordinator \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
*(please print)*

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. All TUG students are allowed to enroll in a maximum of one course (3 credits maximum) Fall and Spring Semester. You may petition to take additional online courses.
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. Meet with the coordinator of online programs, Dan Christensen.
2. Return completed form to Dan Christensen.
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.

**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.