



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

Academic Petition

This Form is for:

- 1) TUG student requesting to take 2+ online courses
- 2) UO student requesting to take 2+ courses on campus

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

I am requesting to take the following course(s): Online On Campus

Course Number _____ Title _____ # of credits _____

Course Number _____ Title _____ # of credits _____

Course Number _____ Title _____ # of credits _____

Rationale for this request:

Student's Signature _____ Date _____

U.O. Coordinator Signature _____ Date _____

Director of Financial Aid Signature _____ Date _____

Submit this completed Form to the Registrar's office.

For Registrar's Office Use Only:

Date Received in Office _____ Date added to student schedule _____

Guidelines for students wishing to take

GUIDELINES

1. Corban students petitioning to take 2 or more classes (TUG or Online) must be in good standing and unable to schedule the required course through their current program.
2. Students may enroll in **one** class per semester of the opposite program at the current tuition rate while enrolled in their primary program.
3. Dependents of Corban employees who wish to utilize the “employee dependent tuition benefit” for TUG courses must meet the requirements stated in #1. The tuition benefit applies only if the total units per semester do not exceed 18 and there is the minimum number of paying students in the class.

PROCEDURE:

1. **BEFORE** completing the petition, please check on course availability through sis.corban.edu under “Course Offerings”
2. Contact Dr. Dan Christensen (503-375-3382) for questions about Online courses, and the Registrar’s Office (503-375-7017) about TUG courses.
3. Complete the petition, obtain the required signatures and return to the Registrar’s Office.
4. The student will be contacted once they have been registered for the course.

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