



**CORBAN**  
UNIVERSITY

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

# Traditional Undergrad Courses Petition and Guidelines for Undergrad Online (U.O.)

Student's Name \_\_\_\_\_ Student ID# \_\_\_\_\_ Date \_\_\_\_\_  
*(please print)*

Total credits earned \_\_\_\_\_

**I request to take the following course in TUG:**

\_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer of Year \_\_\_\_\_

Course Number \_\_\_\_\_ Course Title \_\_\_\_\_ # of Credits \_\_\_\_\_

**Rationale for taking this course through Corban's traditional undergraduate program.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

U.O. Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_

This petition must be approved by the Registrar Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**For Registrar's Office Use Only**

Date charged to student account \_\_\_\_\_ Date Received in Office \_\_\_\_\_ Date added to student schedule \_\_\_\_\_

### *Traditional Undergraduate Course Petition Guidelines for Undergrad Online Students*

**GUIDELINES**

1. Corban U.O. students petitioning to take a TUG class must be in good standing and unable to schedule the required course through the regular U.O. program.
2. U.O. students may enroll in one TUG class per semester at the current U.O. tuition rate while enrolled in the U.O. 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 contact Dr. Dan Christensen for course availability. (503-316-3382)
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 TUG course.

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