Request to Enroll in Online Courses

**Deadlines:** Must provide at least 10 business days; If this form is incomplete, request for letter will NOT be authorized

**Summer Session:** February 15  ●  **Spring Semester:** October 15  ●  **Fall Semester:** March 15

Date: __________________________  MSU PID #: __________________

Student Name: __________________________  Sponsor Name: __________________________  Email: __________________________

Sponsor Mailing Address: _________________________________________________________________

**This Portion to Be Completed by the Student:**

1) Name of Academic Program (Academic Major):

2) Requested Online Course(s):

<table>
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<tr>
<th>Subject</th>
<th>Course #</th>
<th>Section</th>
<th>Course Title</th>
<th>Credits</th>
<th>Semester</th>
<th>Year</th>
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3) Reason for Exception request (Mark all that apply)

___ Course meets a degree requirement

___ Course is only offered online during the request term

___ Repeating the course

___ Prevents credit overload for a given semester and thus promotes academic success

___ Waiting until a later semester to take an on-campus section of the course would delay graduation

___ I could have taken the course in a previous semester. If checked, please state the reason:

4) Have you taken approved online courses previously at MSU? **YES or NO**

If yes, complete the below:

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5) Expected Date of Graduation:

6) Are you an admitted student to the College of Engineering? **YES or NO**

If not admitted answer the below questions:

   a. Which semester do you expect to be admitted?
b. What is the Admission (Combination) GPA required for the major?
c. What is your current Technical GPA?
d. What is your current Math GPA?
e. What is your current Cumulative GPA?

This Portion to Be Completed by the Major Advisor:

☐ Advisor APPROVES Online Course

☐ Advisor DENIES Online Course *Advisor Comment Required for Denials

Comment:

Name: 
Email: 
Signature: 

Title: 
Phone Number:
Date: