



OFFICE OF THE REGISTRAR

## REGISTRATION FOR A DISTANCE EDUCATION COURSE BY RESIDENT STUDENT

A distance education course for resident students fulfilling degree program requirements are available only when the course has not recently been offered or is not offered during the regular cycle of classes leading to graduation. Exceptions are made for scheduling conflicts with other required classes. A resident student may take no more than three external study courses leading to the B.A. degree; no more than two distance education courses leading to the M.A.R degree; no more than three distance education courses leading to the M.A.; and no more than four distance education courses leading to the M.Div.

Submit this form to the Registrar for approval. Then submit this form to the Professor and Dean for approval. If approved your course must be ordered on the SES external studies website. All distance education deadlines, fees, tuition, and polices apply to a resident student taking an approved distance education courses.

Name: \_\_\_\_\_ I.D.# \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Ph: \_\_\_\_\_

Degree Program: \_\_\_\_\_

Beginning Date of Course: \_\_\_\_\_ Completion Date of Course: \_\_\_\_\_

TERM	COURSE NO.	COURSE NAME	HRS.	PROFESSOR

Reason for taking external course as a resident student (attach separate sheet if necessary):

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

Registrar's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Professor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**This form may not be submitted electronically.** Return completed form to the Office of the Registrar, **3000 Tilley Morris Road, Matthews, NC 28105**. Questions about this policy and procedure may be directed to the Office of the Registrar 704.847.5600.

**Office Use Only:**

<b>Registrar:</b>	Date rec'd:	<input type="checkbox"/> recorded	<b>Business Office:</b>	Date rec'd	Rec't #	<input type="checkbox"/> recorded
Reg. Fee: N <input type="checkbox"/> Y <input type="checkbox"/>	<input type="checkbox"/> Cash	Cash Amount \$	<input type="checkbox"/> Check #	Check Amount \$		

