



Taylor University Online Policy & Guidelines — Please carefully read the following information before completing registration form.

- Courses taken through Taylor University Online (TUO) require the completion of the TUO course approval form. This form requires signatures of the student’s advisor and department chair of the course taken. After review, final approval is completed by the Registrar.
- No more than 16 hours of distance learning may be taken to fulfill degree requirements; courses included in the regular schedule of classes as offered online during Fall, Spring, and Summer terms do not count toward this limit.
- *Grades earned affect the student’s GPA and are recorded on the student’s transcript.* Open-learning courses are not considered part of the academic load for tuition, enrollment verification, or financial aid purposes.
- Students on institutional academic probation are not permitted to register for courses through TUO unless repeating the course. No academically suspended student may be enrolled in any Taylor courses, including those offered by TUO.
- Candidates for graduation must complete all distance learning course work and exams prior to the conferral date of the degree.

Please clearly print all information.

Student Name _____ Student ID# _____

International Student? NO YES[†] [†]TU SEVIS Liaison Signature _____ Date _____
[†]If yes, obtain change must be approved by the TU SEVIS liaison.

Expected credit load for all Taylor/TUO/transfer courses for overlapping terms: Fall _____ Spring _____ Summer _____

How many credits have you taken by distance education, including TUO and transfer courses? _____

Student Signature _____ **Date** _____

Taylor University Online Enrollment and Course Information

Course #: _____ Course Title: _____ Credits: _____

Register me in the open-learning term the next day following processing of this form. I have up to four months to complete.

Register me for this course as part of my Fall / Spring 20____ semester.
circle one

TUO courses cannot be added to your Summer or Interterm enrollment. They must be taken during the open-learning term unless approved to be taken as part of Fall or Spring semester.

Approval Signatures

** Obtain all applicable approval signatures before submission to Registrar.*

* **Academic Advisor** _____ **Date** _____

Required

* **Course Department Chair** _____ **Date** _____

Required

* **Education Department Chair** _____ **Date** _____

Only required for elementary & secondary education majors

* **Foundational Core Coordinator** _____ **Date** _____

Only required for SP or CC credit

Registrar Office

For Registrar Office use only

Registrar _____ **Date** _____

Approved Enrollment/Transcript Deadline: _____ Graduation Candidate: _____

Denied **Comments:** _____

For office use only

____ Credits taken by distance SPACMNT SHADEGR Notify TUO Notify Student