

Student Signature:

Student Petition for Semester Online Enrollment

- For use by degree-seeking undergraduate students to obtain approval to take a Semester Online course for SMU
 credit, and for authorizing Semester Online to process a Semester Online enrollment.
- Upon approval this form will be submitted to Semester Online by the Office of the Registrar as SMU authorization for the Semester Online enrollment. A Semester Online course enrollment is not complete until the course has been added to your SMU schedule for the term.

Institution: Southern Metho	dist University					
Name:			SMU ID#:	GPA:		
(Last)	(Firs	st)				
Email Address:	@smu.edu	Phone: ()	Major/Pre	e-Major:	_	
Local Mailing Address:						
I request permission to take		o Course Title	Offering Institution	Dov	Class Time	
	Semester Onlin	ie Course Title /	Offering institution	Day	Class Time	
Equivalent to:			For the:_			
SMU Course Number/Section Refer to http://www.smu.edu/semesteronline/CourseGuide			<u>ourseGuide</u>	Term/Year (valid for this term only)		
If permitted to take this Sem		•		nu odulcomosto	ranlina	

- I must review the eligibility criteria, deadlines and SMU policies found at <u>www.smu.edu/semesteronline</u>
- It is my responsibility to discuss with my advisor or school records officer how the course will count in my SMU degree plan.
- I am allowed to enroll in one (1) Semester Online course each term and no more than four (4) during my undergraduate studies.
- The Semester Online course will be recorded on my SMU academic record; I will receive a letter grade for the class; Pass/Fail is not available; my final grade is calculated in my SMU cumulative GPA.
- The offering institution also maintains an academic record of my enrollment in the course.
- If I have a disability and anticipate needing some accommodations for the Semester Online course, I must contact
 Disability Accommodations & Success Strategies (DASS) to be made eligible for accommodations at SMU and the
 Semester Online course. DASS will provide me verification of the accommodation and I will be responsible for
 coordinating needed accommodations with Semester Online. Some accommodations require significant time to be
 put in place so early action is important.
- I need to confirm with the Semester Online counselor the equipment needed for successfully taking a course such as computers, internet connections, telephone connections, speakers, headphones, web cameras, etc.

Date:

Required Approvals	APPROVED	NOT APPROVED	DATE
Academic Advisor Comments:			
Director, Office of Special Studies (Blanton Building, Suite 100)			
To Semester Online: I confirm that the above	PRINT / SIGNATURE	UNIVERSITY REGISTRAR STAMP	DATE
named student has approval from Southern Methodist University to participate in the Semester Online program and the term and course specified above.			



Step 1

Student Petition for Semester Online Enrollment

Application Process for Semester Online Courses

Identify the course you wish to take. Go to semesteronline.org for a complete listing. Carefully

	note the Semester Online class meeting days and times, including the time zone, and that the Semester Online courses require online class participation as well as off-line preparation work.				
Step 2	Submit an online application to Semester Online. Admission information and application instructions are located at semesteronline.org . After a registration application is submitted, you are notified and asked to provide additional information. Semester Online will notify you and SMU once your application is approved.				
Step 3	Concurrently, complete a Student Petition for Semester Online Enrollment.				
Step 4	Meet with your academic advisor to discuss how the selected Semester Online course fits into your overall SMU enrollment and degree plan.				
	Semester Online courses are not appropriate for students while studying abroad.				
Step 5	If you have a disability and anticipate the need for some accommodations, contact the DASS office to be made eligible for accommodations at SMU and the Semester Online course. DASS will provide you verification of the accommodation and you are responsible for coordinating needed accommodations with Semester Online. Some accommodations require significant time to be put in place so early action is important.				
Step 6	Submit the petition for final approval to SMU's Office of Special Studies located in the Blanton Building, Suite 100. The University Registrar will notify Semester Online of your approval for enrollment as part of your SMU course load and will add the course to your schedule.				
	Enrollment for a Semester Online course is not complete until it appears on Access.SMU as part of your enrollment for the term.				
Step 7	Once you are enrolled, Semester Online will provide you information on a required online orientation that must be completed before the first day of class.				
Step 8	I agree to participate in a brief SMU study of Semester Online courses during the spring term. Contact me about the study by: (complete one) Email address above				
	Text (Number)				
	Phone (Number)				