

Online Course Request Form

For On-campus Students Registering for an Online Class

NOTE: This form is NOT required for summer courses

STEP 1: Fill out the form completely

Student information:

Name: _____ BSU or STAR ID#: _____

Your class (check one): FR SO JR SR GRAD

Total number of credits you've completed: _____

Email: _____ Phone: _____

I am requesting registration in the following online course:

Subject (e.g. MATH): _____ Course ID (6 digits): _____

Course Number & Title: _____

I am requesting registration in this online course because (check all that apply):

Course schedule conflict (provide details):

Athletic team practice schedule (provide details):

Course is needed as part of my submitted/approved graduation plan

Other (provide details):

By checking this box I confirm the information is correct and I understand that, if approved:

- Forms are processed on a designated date each term (or as received if after the designated date).
- An approved form does not guarantee a seat in the course if the course is full.

STEP 2: Save and email this form to obtain the necessary signatures below in consultation with your advisor.

Your advisor's signature:

The course instructor's signature:

STEP 3: Scan and EMAIL the completed form to OnlineRequestForm@Bemidjistate.edu

Your completed request form will be reviewed and verified by the Records office. If approved, the Records office will register you for the course, if seats are available. You will be notified by email.