

Instructions for Requesting Additional Online Courses

Online courses are available for traditional students beginning their sophomore year (30 or more credit hours earned). Students may enroll in one online course per semester provided they are enrolled in at least fifteen (15) total credit hours. Students wishing to take additional online courses must request approval from his/her advisor and the Provost.

To request approval for taking additional online courses, follow these steps:

- 1. Discuss your wishes with your advisor during registration.**
- 2. Complete an *Additional Online Course Request form* in collaboration with your advisor.** The form is available online on the [Academics](#) page of the OCU website. A printed version is also available in the Office of Academic Affairs, Murray Center Room 206, 812-749-1238.
- 3. Submit the completed *Additional Online Course Request form* to the Office of Academic Affairs.** The Office of Academic Affairs is located in Murray Center, Room 206. If you cannot submit it in person, contact the Office at academicaffairs@oak.edu, 812-749-1238.
- 4. After the form is submitted, the Office of Academic Affairs will inform you and your advisor** about the status of your request (whether the Provost approved it, denied it, or requested additional information to process your request).