

**Department of Extended Learning
Online Independent Study (OLIS)
ENROLLMENT FORM**

Please print, complete and submit form and payment to:

Online Independent Study (OLIS)
Department of Extended Learning
Southwest Baptist University
1600 University Avenue
Bolivar, MO 65613-2597
(Office) 417-328-1599 (FAX) 417-328-1612

Please wait until you receive your email enrollment notification before ordering text/materials.

OLIS ENROLLMENT: There is no preregistration. Unless otherwise specified by OLIS, enrollment begins upon receipt of your enrollment form. An enrollment beginning on or after January 1 or on or before May 31 will be considered a spring enrollment (SC). An enrollment beginning on or after June 1 or on or before August 31 will be considered a summer enrollment (MC). An enrollment beginning on or after September 1 or on or before December 31 will be considered a fall enrollment (FC).

All enrollments will have four months to complete an Online Independent Study, and the option of a two month extension if necessary.

Have You Attended SBU Before? ____ Yes ____ No

First Name: _____ Middle: _____ Last: _____
(Maiden name if necessary): _____

Gender: Female: Male: _____

Birth Date: _____ (REQUIRED)

SBU ID # Social Security # _____ (no need for SS# if SBU ID# is present)

Phone Number: _____

Mailing Address: _____ City: _____ State: ____ Zip: _____

All email correspondence from OLIS will be directed to your SBU email account. If you are new to SBU, please provide an email account below that your welcome email, containing the necessary information to access your course, can be sent to. All ensuing correspondence will be sent to your SBU email account, which is accessed through the MySBU portal.

E-mail Address (New SBU Students only): _____

QUESTION: Are you working on a degree from SBU? Yes _____ No _____

Which degree? _____ Major? _____ Graduation Date: ____ - ____ (Month – Yr)

QUESTION: Are you currently enrolled at SBU? Yes _____ No _____

How many credits are you taking during the term you're enrolling? _____

What is your cumulative institutional GPA? _____ (Must have a 2.0 or above to enroll)

QUESTION: Are you working on a degree at another institution? Yes _____ No _____

Name of Institution: _____ Graduation Date: ____ - ____ (Month – Yr)

QUESTION: How did you learn about the SBU OLIS courses? (Check all that apply)

Advisor _____ Friend _____ Professor _____ Course Schedule _____ Website _____

QUESTION: Are you a veteran? Yes _____ No _____

If you answered yes please contact Veteran Services at 417-328-1609 before enrolling in an OLIS course.

AUTHORIZATION FOR SOUTHWEST BAPTIST UNIVERSITY STUDENTS

Students officially admitted to an SBU undergraduate\graduate degree program must have their enrollment approved by their academic advisor.

Advisor's Signature: _____ **Printed Name:** _____

Advisor's Title: _____ **Date:** _____

(Advisor: Please make sure the student remains within allowable hour load limits.)

OLIS COURSE NUMBER AND NAME (Limit of 2 active OLIS courses)

(1) _____ HOURS: _____

Is this a course repeat? Yes _____ No _____

(2) _____ HOURS: _____

Is this a course repeat? Yes _____ No _____

Are you currently enrolled in any additional SBU OLIS courses? Yes _____ No _____

If Yes - Course Title: _____ HOURS: _____

COST:

Course Tuition: (\$181.00 per semester credit hour) _____

Handling Fee: (\$25.00 non-refundable, per course) \$ _____

Total Amount Due: \$ _____ (Do not include cost of texts/materials.)

If you wish to pay by credit card, you must first place charges on your SBU account. After your registration has been processed (typically 2 business days after you have been notified of your enrollment), you may pay in Webadvisor, through the MySBU portal, toll free at 1-866-837-5397, or by calling the cashier's office directly at 417-328-1523. A 2.5 % convenience is charged for debit/credit card transactions. SBU does not except VISA.

Payment Method: Check _____ Cash _____ SBU account _____ Money Order _____

Make checks payable to Southwest Baptist University.

If you have questions about the relationship between financial aid and OLIS, you must contact Mr. Brad Gamble, financial aid, at 417-328-1823 prior to enrolling.

SPECIAL ENROLLMENT NOTE: OLIS courses DO count in the load limit restrictions as detailed in the University catalog under Load Limit for Credit Hours. OLIS courses are counted as part of the academic load during each semester the course is open. If you exceed load limit restrictions, the University will require you to reduce load hours. When and where applicable, you will be subject to existing OLIS withdrawal and grading policies. If you have been placed on academic difficulty, special guidance, or probation, you are not permitted to enroll in OLIS courses.

ENROLLMENT: I have read the guidelines stated in this online catalog, and I agree to follow them. I understand that it is my responsibility to ensure that courses taken are appropriate to my degree program and that the necessary approvals are secured.

Student Signature: _____ (MUST SIGN)

Printed Name: _____

Date: _____

Applicants for admissions and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Southwest Baptist University are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, disability, or marital status in employment, admissions or access to, or treatment in, its programs and activities, except to the extent permitted by religious exemptions recognized by law.

OFFICE COMMENTS: Form updated 5.12.16