

SOUTHWEST BAPTIST UNIVERSITY

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.

There is no preregistration. Unless otherwise specified by OLIS, enrollment begins upon receipt of your enrollment form.

- Spring enrollment [SC]: Course begins January 1 – May 31
- Summer enrollment [MC]: Course begins June 1 – August 31
- Fall enrollment [FC]: Course begins September 1 – December 31

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 # _____

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 to which your welcome email, containing the necessary information to access your course, can be sent. 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]*: _____

ARE YOU WORKING ON A DEGREE FROM SBU? Yes No

DEGREE: _____ MAJOR: _____

GRADUATION DATE *[Month/Year]*: _____ / _____

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]* _____

ARE YOU WORKING ON A DEGREE AT ANOTHER INSTITUTION? Yes No

NAME OF INSTITUTION: _____

GRADUATION DATE (Month/Year): _____ / _____

HOW DID YOU LEARN ABOUT THE SBU OLIS COURSES? (Check all that apply)

Advisor Friend Professor Course Schedule Website

If you are a veteran, 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: _____

COURSE TUITION [*\$325.00 per semester credit hour for applications received on or after June 1, 2017*]: \$ _____

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 (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.

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 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: _____

SBU does not discriminate on the basis of race, color, national origin, sex, age, disability or marital status in employment, admission, access to, or treatment in, its programs and activities, except to the extent permitted by religious exemptions recognized by law.

Inquiries concerning SBU's compliance with federal and state laws and guidelines regarding discrimination should be directed to the Vice President for Administration, the Vice President for Student Development, the Vice President for Enrollment Management or the Director of Human Resources at 1600 University Avenue, Bolivar, Missouri 65613.