

Request to Enroll in a Distance Learning Course 

Instructions: Complete this form legibly, have it signed by your advisor and appropriate faculty member(s), and then submit the form to Katie Decker in the Dean’s Office (Binns 160). Allow at least two weeks for the form to be considered. All communications relevant to this form will be sent to students via Alfred University email.

Student Information:

ID#	Last Name	First Name

Below, list the course(s) you plan to take. Provide either written approval or attach an email from your advisor and the appropriate faculty member(s).

Courses to be Taken Distance Learning

Course #	Title	Hours	Instructor’s Approval

Briefly explain the reason(s) you wish to take these courses as Distance Learning:

Student’s Signature: _____ **Date:** _____

Advisor’s Signature: _____ **Date:** _____

Office Use:

Received:	Entered:	Emailed:
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