

Registration for Online Courses

Non-Traditional Students

Non-traditional students have priority for registration for online courses during regular semesters. Where space in online courses is available after the end of the current semester, traditional students with limited scheduling options may request approval to enroll in those courses.

Traditional Students

Traditional students must complete the following steps to request approval to register for an online course (one that is not an “online-only” class):

1. Request waitlisting for the desired course through the online registration process.
2. Write an explanation for why you need to take the desired course in online format and forward it to your academic advisor by e-mail.
3. Your advisor should forward the request to the Dean of Undergraduate Studies, with notation of his/her support for the request.
4. The Dean of Undergraduate Studies will evaluate the request.
5. The Dean of Undergraduate Studies will notify the student and the registrar's office of his/her decision. If/when the request is approved, the registrar's office will move the student from the waitlist into the course.

For questions regarding registration for online courses, contact the office of the registrar at 937-766-7710 or registrar@cedarville.edu.