

Course Enrollment/Extension Form

A Department of the Division of Continuing Education

INSTRUCTIONS: Complete and review sections 1–4. Please e-mail ispo@byu.edu or call (866) 741-9144 for questions about this form.

1 Purchase Order Information and Request Type

PO Number BYU Customer Number (Required)

Select whether you are requesting Enrollment
an enrollment in a new course or Extension
an extension in an existing course:

Organization Name (Required for grade to be sent)

Select the method of delivery for Regular Mail
your course materials, if available. Express Mail

2 Student Information

Last Name First Name Middle Name

Telephone Number Birth Date (Month/Day/Year) Gender Male Female

Mailing Address (Avoid P.O. boxes to allow for delivery by UPS.)

Address 1 Address 2

City U.S. State U.S. Zip Code Foreign Postal Code Country (if not U.S.)

Student's E-Mail Address (Required) Please Note: Confirmation emails with links to access course and Net ID creation will be sent to this email address. Name of High School or University you are currently attending

3 Course Registration Information

Please complete all columns below to ensure registration in the correct course. Full course name and number can be found in our print or online catalog. Please be sure to indicate which type of course you would like. For more information visit <http://is.byu.edu/site/about/coursetypes/index.cfm>

Course Name and Number	Online	Teacher - Led	Optional Printed Readings*	Paper/Online With Course Packet**
1	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>
2	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>
3	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>
4	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>
5	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>

*Optional Printed Readings are available for both the Online and the Teacher-Led courses and can be ordered for a \$10 fee. The Optional Printing Readings include ONLY the readings needed for the course.

**Original Paper/ Online courses include a Printed Course Packet which includes all the readings needed for the course as well as the syllabus, non-graded self-check assignments, and computer graded speedback assignments with bubble sheets.

4 Enrollment and Extension Authorization

I have read and understand this entire document. If I am a sponsoring organization, I understand that I am enrolling this student for a course or courses that may have fees associated with a withdrawal from those courses as listed above. I also understand and agree to pay fees associated with an extension. If I am a student completing this form, I agree to pay any fees that my sponsoring organization does not agree to pay.

By typing my name in the box below, I am certifying that I have obtained the appropriate authorization and received a valid purchase order from my sponsoring organization or that I am an authorized agent of the sponsoring organization allowed to register the said student for the above course(s). Additionally, I authorize BYU Independent Study to enroll me, if I am the student, or to enroll the student, if I am an authorized agent of the sponsoring organization, in the course(s) listed above. In signing this I verify that the student has given the school permission to access their academic record at BYU Independent Study.

If I choose not to submit by e-mail, I may print this form, sign it, and fax to (801) 812-8208. By signing this form, I also agree to the terms and conditions found at ce.byu.edu/financial/termsAndConditions.php

Authorized Signer (Required): Today's Date: