



**SACM INFORMATION REQUEST FOR TAKING AN ONLINE COURSE**

Student Full Name \_\_\_\_\_ Student ID: \_\_\_\_\_ Saudi ID#: \_\_\_\_\_

Degree Level: \_\_\_\_\_ Current Major: \_\_\_\_\_

**A.** Requested online course (this also includes hybrid, blended, web-enhanced, and any class that is NOT traditional face to face instruction style):

Course title: \_\_\_\_\_ Course Number: \_\_\_\_\_ No. of credits: \_\_\_\_ Term: \_\_\_\_ Year: \_\_\_\_

- a. Is this course required in the student's program of study? Yes \_\_\_\_ No \_\_\_\_
- b. Is there an available alternative to face-to-face course? Yes \_\_\_\_ No \_\_\_\_
- c. Is this course also offered in traditional face-to-face instruction style? Yes \_\_\_\_ No \_\_\_\_
- d. Could the course be taken in upcoming terms without a schedule conflict? Yes \_\_\_\_ No \_\_\_\_
- e. Will graduation be delayed if this course is not taken in this term? Yes \_\_\_\_ No \_\_\_\_

**B.** Has the student mentioned above **previously** taken any classes that are online, hybrid, web-enhanced, or any class that is not offered in traditional face-to-face style? Yes \_\_\_\_ No \_\_\_\_  
If yes, please provide the information requested in section C below.

**C. Previously** taken online classes, if any (this also includes hybrid, blended, web-enhanced, and any class that is not offered in traditional face-to-face style):

- 1. Course Title: \_\_\_\_\_ Course number: \_\_\_\_\_ No. of credits: \_\_\_\_ Term: \_\_\_\_ Year: \_\_\_\_
- 2. Course Title: \_\_\_\_\_ Course number: \_\_\_\_\_ No. of credits: \_\_\_\_ Term: \_\_\_\_ Year: \_\_\_\_
- 3. Course Title: \_\_\_\_\_ Course number: \_\_\_\_\_ No. of credits: \_\_\_\_ Term: \_\_\_\_ Year: \_\_\_\_
- 4. Course Title: \_\_\_\_\_ Course number: \_\_\_\_\_ No. of credits: \_\_\_\_ Term: \_\_\_\_ Year: \_\_\_\_

**D.** Comments (optional):

\_\_\_\_\_  
\_\_\_\_\_

(NAME OF SCHOOL OFFICIAL): \_\_\_\_\_  
(JOB TITLE) \_\_\_\_\_  
(CONTACT INFO) \_\_\_\_\_  
(SIGNATURE) \_\_\_\_\_ (DATE) \_\_\_\_\_