

WVU ONLINE DEPARTMENTAL APPROVAL PROCEDURE

When registering for a WVU Online course requiring approval, students may need to contact the departmental contact to request consent (preferably via email). Approval may be communicated to WVU Online in one of two ways:

Option #1 Email: (preferred)

The instructor or department replies to the student via email and carbon copies ellearn@mail.wvu.edu.

The instructor/departmental approval response should include the following:

Subject Line: Student name and specific course approved. To help ensure accuracy, it is helpful to have the course CRN, Subject Prefix/Number and Title.

Example: John Doe; CRN 12526; JRL 101 (Intro to Mass Comm)

When submitting approval for multiple courses, this information may be included within the email body with the name only designated in the subject line.

Example: John Doe; JRL (multiple courses)

Email Body (Required): Indicate whether or not the student is allowed to take the course and the date registration should take place (if applicable).

Email Body (Optional): If available, the following information will assist in processing the registration in a timely manner:

- Student's middle initial and/or birth date
- Student's Mix email
- Last Four Digits (only) of Student's WVU ID

Option #2 Fax:

Faxing departmental approvals is also an option, especially when submitting a list of approvals for multiple students in the same course. The instructor/departmental approval request should include the following:

Attention: WVU Online Customer Education Center at (304) 293-4899.

Fax Body (Required): Student name(s) and specific course(s) approved. Indicate the date registration should take place (if applicable). To help ensure accuracy, it is helpful to have the course CRN, Subject Prefix/Number and Title for each course.

Example: John Doe; CRN 12526; JRL 101 (Intro to Mass Comm)

Fax Body (Optional): If available, the following information will assist in processing the registration(s) in a timely manner:

- Student's middle initial and/or birth date
- Student's Mix email
- Last Four Digits (only) of Student's WVU ID

Important Note: To maintain the security of sensitive personal information, the entire WVU ID and/or social security number should NOT be sent via email or fax.