

CHARLESTON SOUTHERN UNIVERSITY  
OFFICE OF THE REGISTRAR  
MANUAL OF ACADEMIC POLICIES & PROCEDURES

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TITLE	NUMBER	PAGE	DATE OF INCEPTION
<i>Enrollment in Online Courses</i>	R-65	1 of 5	August 2016

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## Background

In its curriculum and offerings of courses and academic programs, CSU serves (for the purposes of this policy) two different kinds of students: the traditional students who take most of their courses in campus classrooms, and the online students who are a) enrolled in an online major and b) take the majority of their courses online.

As a comprehensive university with a strong liberal arts tradition, the academic leadership of the university believes and affirms that it is in the best interest of traditional students to take, when possible, traditional face-to-face courses in non-accelerated formats. This allows for the building of greater community, the integration of faith, and a full exploration of the goals and outcomes of a given course in the great tradition of academic inquiry.

The university realizes that for many students (particularly those non-traditional students who make up the majority of the online student body) the rigors of the academy must be balanced with full-time employment, the demands of family, and other challenges. Although the university works to provide a full experience for online students, including academic support, integration of faith and learning, and offering a number of other services, online programs are different and thus the online student body has different needs.

To further the building of academic community to protect the course availability for online students, and to ensure compliance with other CSU policies (such as R-18, *Permission to Take Courses at Another Institution*), the following guidelines are established.

Online classes are designated by the Registrar's office as follows (per Academic Policy R-21):

### **Available to all students, year-round:**

- Section 39, indicating online only in a synchronous format (meeting virtually during regular class times and days) all semester long;
- Section 391, online only for all students during Accelerated/CAPS I remote synchronous format;
- Section 392, online only for all students during Accelerated/CAPS II remote synchronous format;
- Section 40, indicating an online only asynchronous format, all semester long;
- Section 401, online only for all students during Accelerated/CAPS I asynchronous format;
- Section 402, online only for all students during Accelerated/CAPS II asynchronous format;

- Section 41-M, for hybrid classes (partially online with some class meeting requirements) format beginning on a Monday;
- Section 41-T (partially online with some class meeting requirements) beginning on a Tuesday;
- Section 41-W (partially online with some class meeting requirements) beginning on a Wednesday;
- Section 41-R (partially online with some class meeting requirements) beginning on a Thursday;
- Section 41-F (partially online with some class meeting requirements) beginning on a Friday;
- Section 41-S (partially online with some class meeting requirements) beginning on a Saturday.
- Section 42, hybrid (for classes partially online with some class meeting requirements whose required meeting dates vary based on the syllabus);

**Available to students majoring in online programs only, fall and spring:**

- Section 45, indicating an online only accelerated format (meeting in the first half of a semester), intended only for students enrolled in a fully online undergraduate major;
- Section 46, indicating an online only accelerated format (meeting in the second half of a semester), intended only for students enrolled in a fully online undergraduate major;
- Section 47, indicating an online only semester-long format intended only for students enrolled in a fully online undergraduate major;
- Section 55, indicating an online only accelerated format (meeting in the first half of a semester), intended only for students enrolled in online graduate programs;
- Section 56, indicating an online only accelerated format (meeting in the second half of a semester), intended only for students enrolled in online graduate programs;
- Section 57, indicating an online only indicating an online only accelerated format (meeting in the 1st half of a semester) intended only for students enrolled in online MBA programs;
- Section 58, indicating an online only indicating an online only accelerated format (meeting in the 2nd half of a semester) intended only for students enrolled in online MBA programs;

**Enrollment Guidelines for Students Majoring in Online Programs:**

**Online Programs** at CSU are those only offered online; others are offered in "blended" approaches where students may take the classes either online or in traditional classrooms.

**Online only:**

- Bachelor of Arts in Computer and Information Systems

- Bachelor of Science in Organizational Management
- Bachelor of Arts in Psychology
- 10-Month Accelerated Master of Business Administration (MBA)
- Master of Science in Nursing
- Master of Science in Organizational Management

**Blended Programs** (available both on-ground and on-line):

- Bachelor of Science in Criminal Justice
- Bachelor of Technology
- Bachelor of Arts in Sociology with Human Services Emphasis
- Master of Business Administration (MBA) *(Note that section 57/58 courses are only available for students in 10 month online MBA program)*
- Master of Science in Computer Science
- Master of Science in Criminal Justice
- Master of Science in Human Resource Management
- Master of Arts in Organizational Leadership

Students in these preceding programs may enroll (pending applicability of a course and approval of the student's advisor) in online courses offered by CSU although some restrictions may still apply which vary by program.

### **Enrollment Guidelines for Traditional Students During the Regular Academic Year:**

During the regular academic year (fall and spring semesters), undergraduate students majoring in traditional programs may take (pending advisor's approval) any Section 39-42 (including all suffixes such as 391, 402, 41-T, 442) classes offered at CSU.

Students majoring in traditional programs *may not* enroll in Section 45-47 classes unless authorized by the chair **with authority over the students' majors**. This approval is only granted if a student meets to the chair's satisfaction the guidelines listed below. For majors without a department chair, students must seek permission from the dean of their major. Similarly, the restrictions apply for traditional graduate students seeking to take designated online program only graduate courses.

All requests from students desiring to take Sections 45-47 classes (as described above) will be reviewed carefully by chairs. Students must provide full documentation in support of the request. Even if each of the criteria below are met, sufficient course slots (five or more) must be available for students in non-online programs to register.

The chair with authority over the student's majors must approve the student's enrollment in the course.

1) Students may not be allowed to take a restricted online course (Sections 45-47) if:

- Enrollment in an online course will increase the student's load to more than 18 credit hours (which would also require special permission from

the VPAA);

- The student's academic record suggests low performance may be likely in the online environment;

2) Students may be allowed to enroll in a restricted online course (Sections 45-47) if:

- The traditional classes to which the student desires entry are full;
- The student has documentation (properly filed with the university) citing a medical reason or other disabling personal or familial reason for the student's request, explained to the chair's satisfaction;
- The student has maintained a strong academic record (e.g., a 3.0 or higher over the last two consecutive major semesters).
- The student offers compelling, end-of-college (last 30 credit hours) reasons for the request.

3) Students should note that the following excuses *do not* constitute viable reasons for enrollment in prohibited Section 45-47 online courses:

- The student wants to accommodate a work schedule;
- The student wants a better schedule to allow for extra-curricular university activities (athletics, music programs, etc);
- The student wants to take courses only from a particular faculty member;
- The student wants to avoid campus work on certain days.

4) Only students enrolled in the 10 Month Online MBA program may be enrolled in the Section 57/58 courses, as specified above.

### **Enrollment Guidelines for Traditional Students During Summer Umbrella Semesters:**

Course semester designations occurring during the "Summer Umbrella Semesters" include the full summer, Summer I and Summer II and other program-specific schedules (PA program, Ed.D., etc). .

Undergraduate students majoring in traditional programs *may* enroll in restricted Section 45-47 classes (pending advisor and chair approval) during summer semesters. However, class enrollment in these sections may be limited to insure adequate availability for online students.

### **Note on Fees for Any Projected Additional Student Charges Associated with Verification of Student Identity:**

All courses and sections requiring students pay additional fees for verification of identity must be indicated as fee-bearing for these purposes when the departmental schedule is submitted to the Registrar, and all courses with such fees on MY CSU must indicate additional charges for these purposes so that a student is informed prior to registration.

**Effective beginning September 2016 by Dean's Council; revised by Dean's Council, August 2017; revised by Dean's Council February 2021 and March 2021. Revised by the University Registrar Feb 2022.**