

# WVU Extended Learning Departmental Approval Procedure

When registering for a WVU Extended Learning course requiring a departmental approval, students are advised to contact (preferably via email) the designated instructor/department to request this consent. Approval information may be communicated to Extended Learning 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](mailto:ellearn@mail.wvu.edu).

The faculty/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:
  - o Student's middle initial and/or birth date
  - o Last Four Digits (only) of Student's WVU ID or 700 number

The student may be instructed to contact our office at 1-800-2LEARN2 to register over the phone, since students are not automatically registered when an approval email is received.

## 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 faculty/departmental approval request should include the following:

- **ATTENTION:** WVU Extended Learning Customer Service Center @ (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:
  - o Student's middle initial and/or birth date
  - o Last Four Digits (only) of Student's WVU ID or 700 number

The student may be instructed to contact our office at 1-800-2LEARN2 to register over the phone, since students are not automatically registered when an approval fax is received.

**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.