

# COLLEGE OF BUSINESS

## Request to Take a College of Business Online Course

Enrollment in online courses is limited and thus requires special permission from the Assistant Dean's Office. Special permission is restricted to students who have a compelling need to take online courses. Preferring live classes only on certain days, having an irregular work schedule, nor living out of town qualify as actionable requests for online enrollment.

Permission for online classes expires 24 hours after the date of the signature.

### Additional Pricing Information for Online Classes in the College of Business

Taking an online class in the CoB includes additional fees for testing. The COB uses ProctorU to ensure academic integrity in distance education. **The cost of proctored tests are paid by the student at the time of the test.** Students must have a computer with a functioning camera and microphone in order to take the tests. All prices assume scheduling 72 hours before the exam.

Length of Exam	
30 min. or less	\$8.75
31-60 min.	\$15.00
61-120 min.	\$19.75
121-180 min.	\$25.00
181+ min.	\$30.00

NAME \_\_\_\_\_ DATE \_\_\_\_\_

CWID \_\_\_\_\_ GPA \_\_\_\_\_ MAJOR \_\_\_\_\_

E-MAIL ADDRESS (LaTech) \_\_\_\_\_

PHONE/CELL \_\_\_\_\_ EXPECTED GRADUATION DATE \_\_\_\_\_

COURSE REQUESTED \_\_\_\_\_  
Class #      Section      Call #      Class #      Section      Call #

QUARTER \_\_\_\_\_

Reason for requesting online course (check all that apply):

- I will be off-campus because of an internship
- I am a student athlete who will be out of town frequently. Sport \_\_\_\_\_
- I need this class to graduate, and the on-campus class time conflicts with another required class.  
Other Class \_\_\_\_\_
- The on-campus section of this class is full, and I need the class this quarter
- Other (please specify) \_\_\_\_\_

College of Business, Undergraduate Programs, COBB 103A

[bseal@latech.edu](mailto:bseal@latech.edu) ; 318.257.4525

## **Additional Prices and requirements for taking on online class in the College of Business**

Know that taking an online class in the COB includes additional fees for testing. The COB uses **ProctorU** to ensure academic integrity in distance education. The price schedule is below. Most COB professors give 3 or fewer exams in the 61-120 minute range. The cost of proctoring must be paid by the student.

If this is your first time using **ProctorU**, you will be asked to perform a "Preauthorization Exam" before you take your first test. This process allows the company to ensure who you are (that the test-taker matches the person enrolled in the class). The Preauthorization Exam carries a \$5 charge. However, as it can be time consuming, and as the test-day is often stressful, you will be thankful this was done ahead of time.

In addition, the student must have access to a computer with both a camera and a microphone on which to take their tests.

Length of Exam	Cost
30 minutes or less	\$ 8.75
31-60 minutes	\$15.00
61-120 minutes	\$19.75
121-180 minutes	\$25.00
181 minutes or more	\$30.00

I understand all of the above.

Name (Print) \_\_\_\_\_

CWID \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_