LAC/Elective Space Available online course approval for Distance Programs
(Out-of-State Students only)
through *Extended Campus*

Extended Campus online degree completion programs offer the required program courses but do not guarantee LAC or elective course availability. Out-of-State Students, who wish to take online UNC courses not offered through Extended Campus, must:

- Register for the online section of the course to hold a place in the course.
- Then immediately contact their Program Coordinator. The Program Coordinator will work with EC Coordinator.

When Extended Campus receives such a request from the Program Coordinator and student, the Extended Campus Coordinator will seek space available approval of the Dean and the Instructor of the online course that is not offered through the Extended Campus course offerings.

Once approval is given the EC program coordinator will set up a section to be merged with the original section. The Extended Campus section will be set with the Extended Campus degree program tuition rate. By setting up two sections and merging them, the student will not pay different tuition rates for courses and the classes will be merged in Canvas. We are not able to go over the capacity for the class or override prerequisite errors; only the instructor is able to override either of these.

Students must contact their Program Advisor and approval must be given before the course **Add deadline**, if approval is not given or the student contacts the Program Advisor after the Add deadline for the course, the student is responsible for either dropping the course **before** the **Drop deadline** or paying the different tuition rate or Out-of-State tuition rate. **Add/Drop deadlines** can be found at [http://www.unco.edu/registrar/calendars/](http://www.unco.edu/registrar/calendars/). The Extended Campus Degree program tuition rate for space available seats in class is not a guarantee.