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UNIVERSITY OF SIOUX FALLS				
OFF-CAMPUS GRADUATE ENROLLMENT				
20 ____ () Fall () Spring () Summer Date _____				
Social Security No. _____		Home Phone: _____		
Full Legal Name _____				
_____		_____		_____
First		Middle		Last
Address _____				
_____		_____	_____	_____
Street		City	State	Zip
Do you have previous credit at USF? Yes ____ No ____ Male ____ Female ____				
If yes, under what name? _____				
E-Mail Address _____				
*MUST BE COMPLETED TO RECEIVE GRADUATE CREDIT				
Workshop Name	No.	Dates	Credit	Location
SEE REVERSE FOR WORKSHOP POLICIES & CREDIT INFORMATION				

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USF WORKSHOP POLICIES		
Type of Credit		
Students cannot change registration from graduate to undergraduate (or vice versa) nor from credit to non-credit (or vice versa) after 14 days from the start date of the workshop.		
Grading		
Workshops will be graded with either a Pass (P) or No Credit (N) unless instructors have prior approval for a graded workshop. It is not possible to receive a letter grade for workshops that were not pre-approved and designated for issuance of this type of grading. Grades cannot be changed from P or N to letter grades (or vice versa) once the workshop is completed.		
Withdrawals/Refunds		
Withdrawals must be made within 14-days from the start date of the workshop. No withdrawals or refunds will be permitted after this date, thus the student will receive an "N" for a non-graded workshop or an "F" if no requirements are fulfilled on a graded workshop.		
Transcripts		
USF does not issue grade reports for workshops, however transcripts can be requested free of charge by completing the transcript request form found at usiouxfalls.edu, in person in the Registrar's Office, or by writing: Registrar's Office, 1101 W 22 nd St., Sioux Falls, SD 57105.		
Payment		
Payment for workshop credit can either be made by cash, check or credit card (Visa, MasterCard or Discover). Complete credit card information below. The CVV number is the last 3-digit code found on the number panel on the back of your credit card.		
VISA ____ MASTERCARD ____ DISCOVER ____		
CARD # _____	Exp. Date _____	CVV # _____
AMOUNT \$ _____ SIGNATURE _____		