UNIVERSITY OF SIOUX FALLS

OFF-CAMPUS GRADUATE ENROLLMENT

20 11 ( ) Fall (X) Spring ( ) Summer Date _____

Social Security No. _____ Home Phone: _____

Full Legal Name

_____

Last First Middle

Address

_____

Street City State Zip

Do you have previous credit at USF? Yes ____ No_____ Male _____ Female _____

If yes, under what name? _____

*Undergraduate Degree from _____

***MUST BE COMPLETED TO RECEIVE GRADUATE CREDIT**

Workshop Name	No.	Dates	Credit	Location
Reading Up	EDU 548Q	9/2010 through 3/2011	1 grad credit	varied

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 the completion of the workshop.

Grading

Workshops will be graded with either a Pass (P) or No Credit (N) in most circumstances. Some workshops may provide a letter grade (A, B, C, D, F) to participants. However, students should be aware that this type of letter grading is issued only for those workshops where instructors have sought approval from the University of Sioux Falls. Thus, students enrolled in workshops not designated for issuance of letter grades will receive either a "P" or "N" for a transcript grade. 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/N to letter grade (or vice versa) once the workshop is completed.

Transcripts

Participants cannot receive credit on their transcripts until three weeks after USF has received the roster, registrations, and payments for everyone in the workshop. USF does not charge for official transcripts. Transcript requests must be made in person in the Registrar's Office, or by writing: Registrar's Office, 1101 W 22nd 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.

VISA ____ MASTERCARD_____ DISCOVER ____

CARD # _____ Exp. Date _____

SIGNATURE _____

Please return this form and your payment of $40 to Marta Stirling by January 14, 2011.

south dakota DEPARTMENT OF EDUCATION

Learning. Leadership. Service.

Office of Curriculum, Career & Technical Education
800 Governors Drive
Pierre, South Dakota 57501-2294