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UNIVERSITY OF SIOUX FALLS				
OFF-CAMPUS UNDERGRADUATE ENROLLMENT				
20 ____ () Fall () 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? _____				
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 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 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.	
VISA ____ MASTERCARD ____ DISCOVER ____	
CARD # _____	Exp. Date _____
SIGNATURE _____	