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| **UNIVERSITY OF SIOUX FALLS** | | | | | | | | | | |
| **OFF-CAMPUS REGISTRATION FORM** | | | | | | | | | | |
| 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? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | |
| Date of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_E-Mail Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | |
|  | | | | | | | | | | |
| 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 start date of the workshop. | | | | | | | | | | |
| **Registration**  The preferred and most secure method for registering for a workshop is by going to <http://reach.usiouxfalls.edu>. If you prefer to mail your registration then send to USF, Attn: Stacy Meadors, 1101 W 22nd St., Sioux Falls, SD 57105 with appropriate payment. Do not register on-line and mail a paper registration of the same class.  **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 vise 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 22nd St., Sioux Falls, SD 57105.  **Payment**  Payment for credit can either be made by credit card (Visa, MasterCard or Discover) via <http://reach.usiouxfalls.edu> or by mailing this registration form and a check payable to USF. See address information above. | | | | | | | | | | |