

**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

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 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 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.