

AUDIT / LIFELONG LEARNING COURSE REGISTRATION FORM



University of Great Falls

Instructions:

1. Complete the top half of the form.
2. Contact the instructor to request permission to take the course for Audit / Lifelong Learning experience.

Semester you intend to enroll: Fall 20_____ Spring 20_____ Summer 20_____

Primary place of attendance: UGF Campus Distance Learning Extended Campus

Current Name: _____ **IDN:** _____

Prior Name(s): _____

Mailing Address: _____

Phone: _____ **Email:** _____

Are you a UGF Graduate? _____ **Yes** _____ **No**

If yes; Year & Degree Completed: Semester _____ Year _____ Degree: Associate Bachelor Master
In _____

Applicant Signature

Date

By signing this document, you confirm that you understand: You are responsible for payment of the tuition and fees assessed in association with the class listed below. The due date for payment of tuition and fees or the establishment of a payment arrangement will be before the first official day of class. If you withdraw prior to the first official class day, there will be a full refund of tuition and fees. After that, the regular refund schedule goes into effect. All balances must be paid in full before students may register for future classes. A hold will be placed on any student account with an outstanding balance before registration begins for the next semester. Any exception to this will require permission from the Director of the Business Office for processing.

Course To Be Taken As (check one): **AUDIT** **LIFELONG LEARNING**

CRN	DEPT	NUM	SECTION	CREDIT	TITLE	INSTRUCTOR

Instructions to the Instructor:

1. Approve or Deny the request. If denying, give the reason for the denial.
2. Return this form to the Registrar's Office indicating your decision.
3. For Audit courses – An academic transcript will be issued at completion of the course – no grade is assigned.
4. For Lifelong Learning courses – Alumni Relations will be notified when a student is enrolled so that a certificate of completion can be issued at completion of the course. Alumni Relation's will follow-up with instructor at completion of the semester, to ensure requirements have been met.

Instructor: Approve Deny Reason _____

Instructor's Signature

Date



Audit:

Audit status is for those students who do not want credit for a course but enroll to learn about an academic subject. Approval for auditing a course must be arranged in advance with the class instructor. All class fees connected with the class will be assessed if the auditor is accepted into an activity or laboratory class with fees. Participation by the auditor in class discussions shall be permitted at the discretion of the instructor. Any student enrolling exclusively as an auditor may be admitted to a non-degree status. After the term's normal deadline for adding a course, students may not convert audit classes to academic credits, nor academic credits to audits. Audit courses will be charged 50% tuition and any associated fees.

Lifelong Learning:

The Lifelong Learning program is open to all University of Great Falls graduates who have completed a Master's Degree, a Bachelor's Degree, or a Two-Year Teaching Certificate. Those graduates with only an Associate's degree are not eligible for this program. Qualified alumni have the opportunity to attend any undergraduate class(es) offered — tuition free! The Lifelong Learning student will not need to pay the general fee or the technology fee. However, if there is an additional fee attached to an individual course, the alumnus/alumna will be expected to pay that particular class fee. The available courses include all undergraduate campus courses, telecom courses, and Internet courses. Graduate classes are not available for this program.

Lifelong Learning applications can be picked up in the Registrar's Office or in the Alumni Office. Interested individuals will need to mail or hand carry the form to the instructor for approval. Once the form has been approved or denied by the instructor, it should be delivered to the Alumni Office. No academic credit will be awarded for completion of these courses. Therefore, the course will not be posted to your transcript. You will instead receive a certificate verifying completion.

FOR INTERNAL UNIVERSITY USE ONLY

Registrar: Approve Deny Reason _____

Registrar's Signature

Date

- AU – Registered
 - Notify Business Office to adjust charges
- LL – Course Built and Registered
 - Attach class fees
 - Moodle enabled - Notification to Moodle technical staff
 - Send copy of documentation to Alumni