

AUDIT / LIFELONG LEARNING COURSE REGISTRATION FORM



Instructions:

1. Complete the form. Approval from the instructor is required. It is the responsibility of the interested individual to email or hand carry the form to the instructor for approval.
2. Submit the form to the Registrar's Office in person, or send to registrar@uprovidence.edu
3. Remit payment, if required

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

Primary place of attendance: UP Campus Distance Learning

Current Name: _____

Prior Name(s): _____

Mailing Address: _____

Date of Birth: _____ **SSN or University ID#** _____

Phone: _____ **Email:** _____

Are you a UP 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(es) 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**

COURSE CODE & SECTION	COURSE TITLE	CREDITS (audit only)	INSTRUCTOR NAME	INSTRUCTOR APPROVAL
Example: BUS 123 ASY	The Best Distance Business Class		FirstName LastName	<i>FirstName LastName</i>

Audit:

Audit status is for those students who do not want credit for a course but enroll to learn about an academic subject. 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 Providence 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 and distance courses. Graduate classes are not available for this program.

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 _____

Signature: Office of the Registrar

Date

AU – Registered

- Notify Student Accounts to adjust charges

LL – Course Built and Registered

- Attach class fees, if applicable
- Moodle enabled - Notification to Moodle technical staff
- Send copy of documentation to Alumni