

## Procedures for UES Students to take Day Classes

1. A student wishing to take a Day Class must complete the **Request to Take Day Class Form** and return it to the Director of Continuing Education for his approval and signature. A copy of the **Procedures for UES Students to take Day Classes** should be attached to the **Request to Take Day Class Form** so that the student is aware of the procedures.
2. When the student turns in the completed form to the Continuing Education Office, the CE Office sends the **Request to Take Day Class Form** to the Associate Academic Dean's office for approval and signature.
3. Once the **Request to Take Day Class Form** with signature and approval is received back from the Associate Academic Dean, a copy of the signed approved **Request to Take Day Class Form** is sent to the student. A copy of the **Request To Take Day Class Form** and **Procedures for UES Students to Take Day Classes** are sent to the professor, IF we know who the professor will be. (Sometimes we cannot tell who the professor will be until Academic Records prints a **Day Schedule** – the professor is not listed on-line.) This will only “alert” the professor that a UES student wants to take their class. Approval to take this course is based upon space in the class and the professor's approval once the student enters the classroom. Shirley, Anne, and Brad can check the **Capacity List** on-line occasionally for availability but this list changes daily so it is up to the student to check with us periodically for information about capacity.
4. The student registers for this class on their **Registration Form** and pays for the class. If they have already registered for the term, they must do an **ADD Form** and register and pay for the class at that time. A **UES Roster** is sent to the professor with only the one student's name on it. Because some of the day program's start date is after the evening program's start date and there is an Add/Drop period, I would urge the student to go to the first class with the assumption that there is room in the class unless we have definitely informed the student that the class is full.
5. At the end of the term, a **Grade Sheet** is sent to the professor with instructions to return it to the Continuing Education office for grade entry in Datatel.

DIVISION OF CONTINUING EDUCATION  
Request to take Day Classes

Name \_\_\_\_\_ ss# \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Course number, section and title requested \_\_\_\_\_

Semester and year \_\_\_\_\_

Reason for taking the course in the day program \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

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Continuing Education Office Approval:

\_\_\_\_\_  
Director of Continuing Education

\_\_\_\_\_  
Date

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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Associate Academic Dean's Approval:

\_\_\_\_\_  
Associate Academic Dean

\_\_\_\_\_  
Date

Comments: \_\_\_\_\_

\_\_\_\_\_