



# Application to change Enrolment between General Education and Standard Offering of the same Course

# AS-81

Records, Enrolment & Fees Office  
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Please see reverse of form for completion guidelines

## 1. Personal Detail

Family Name:	ID Number:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
First Name(s):	Date of Birth: <i>(if ID unknown)</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Programme of study (e.g. BA, BCom, BSc)							

## 2. Enrolment substitution to be actioned

Current enrolment to be deleted:

TERM e.g. 1083	ALPHABETICAL SUBJECT CODE (e.g. BIOSCI)	NUMERICAL CODE (e.g. 101 or 101G)	GRADE OBTAINED	COURSE TITLE
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

New enrolment to be substituted:

TERM e.g. BIOSCI	ALPHABETICAL SUBJECT CODE (e.g. BIOSCI)	NUMERICAL CODE (e.g. 101 or 101G)	CLASS NO	RELATED CLASS 1	RELATED CLASS 2
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## 3. Reason for substitution

## 4. Student's signature

I apply to substitute the above courses

Signature	<input type="text"/>	Date:	<input type="text"/>	<input type="text"/>	<input type="text"/>
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## 5. Departmental Recommendation (if required)

Comments	<input type="text"/>
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Signature	<input type="text"/>	Date:	<input type="text"/>	<input type="text"/>	<input type="text"/>
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## 6. Faculty Approval

Please attach a copy of the student's GRC/EAR:

Comments	<input type="text"/>
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Signature	<input type="text"/>	Date:	<input type="text"/>	<input type="text"/>	<input type="text"/>
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## NOTES

The AS-81 Form is used to swap current year enrolments between the General Education offering and the standard offering of the same dual purpose course after a grade has been entered, where a student has mistakenly enrolled in the incorrect version of a dual purpose course.

### If a grade has not yet been entered

Please complete a Course Alteration Form (AS-70) and take it to your Faculty Students Centre to see if your enrolment can be substituted for the correct version of the course

### If the enrolment is in a previous year

Please contact your Faculty Students Centre to discuss whether you may be eligible to be awarded a Dean's Concession to use your previous year enrolment as a General Education course

<b>Faculty</b>	<b>Department</b>	<b>Location</b>	<b>Phone 373 7599 ext ...</b>
<b>Arts</b>	Arts Student Centre	Room 416-418 Human Sciences Building (HSB) 10 Symonds Street	85060
<b>Business &amp; Economics</b>	Business Student Centre	Level 1 Owen G Glenn Building 12 Grafton Road	87186
<b>Creative Arts &amp; Industries</b>	National Institute of Creative Arts and Industries	Conference Centre Building 22 Symonds Street	82747
<b>Education</b>	Education Student Contact Centre	Level 3 N Block 74 Epsom Avenue Epsom Campus	623 8883
<b>Engineering</b>	Admin Office, Engineering	4 <sup>th</sup> Floor Building 401 20 Symonds Street	88120
<b>Law</b>	Student Advisors Reception	Level 3 9 Eden Crescent	88180
<b>Medical &amp; Health Sciences</b>	Medical & Health Sciences Student Centre	Ground Floor Building 501 85 Park Road Grafton	84888
<b>Science</b>	Science Student Centre	Ground Floor Building 301 23 Symonds Street	87220