



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

AS-81

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

1. Personal Detail

Family Name:	ID Number:
First Name(s):	Date of Birth: <i>(if ID unknown)</i>
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

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

3. Reason for substitution

4. Student's signature

I apply to substitute the above courses

Signature	Date:
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5. Departmental Recommendation (if required)

Comments	
Signature	Date:

6. Faculty Approval

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

Comments	
Signature	Date:

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

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