Undergraduate Student
Repeat Enrollment Form for No Credit

This form will be used to request enrollment in a class in which a student has already earned passing credit at NAU, has transfer credit from another institution, or test credit. Students will need to complete this form and submit to the Registrar’s Office for processing. **By signing this form, the student acknowledges that they will not earn credit for this enrollment.** This request may have an impact on financial aid or eligibility status – please check with the appropriate offices for more information, e.g. Financial Aid, Veterans Affairs, Athletics.

Student Name ___________________________________________ Student ID Number______________________

Last                         First                        MI

Student Email__________________________________________ Student Phone #__________________

1st Attempt Information:
Term (Check one) ☐ Fall ☐ Winter ☐ Spring ☐ Summer Year:__________
☐ Please reject transfer/test credit. NOTE: NAU courses with a grade of “C” or better will reject the transfer/test credit; grades of “D” or “F” will not and the transfer/test credit will remain.

Request for Enrollment:

2nd Attempt Enrollment:

Term (check one) ☐ Fall ☐ Winter ☐ Spring ☐ Summer Year:__________

Class Information: Course Title__________________________ Class Number_____ Add to Wait List if class is full______

Second Choice Class Number______ Add to Wait List if class is full______

Course Prefix _____________ Number_____ # of Units ____ Lab Class Number______ Add to Wait List if class is full______

When the course has been completed the following message will appear under the class on the transcript:

*Message Text: Course Duplication – No Credit Earned*

By signing this form, the student acknowledges that they will not earn credit for this enrollment.

_________________________________________ ______________________________
Student’s Signature Date

Please return the completed form in person, via fax or email to:

**Office of the Registrar**
Gammage Building (Building #1)
928-523-2109
928-523-1414 (Fax)
Registrar.Grades@nau.edu

Processed By_________________________________________ Date___________________