



SECTION ONE: PERSONAL INFORMATION		All fields are required.	
First Name	Middle Initial	Last Name	Birthdate MM/DD/YY
Mailing Address	City	State/Province	ZIP
Daytime Telephone	Email Address		

SECTION TWO: CLASS ENROLLMENT		Individuals may register in <b>no more than two courses each fall and spring</b> , along with any dependent laboratory or discussion sessions, for a maximum of 11.5 credits.						
<b>Note:</b> Instructor's signature indicates approval to enroll in class(es) listed below; permission via email is also acceptable and may be attached to this form. Permission to enroll in a course that shows as full in UVa's Student Information System (SIS) must be explicitly expressed in an email that the student can present to SCPS registration staff.								
Course Subject	Course Number	Class Number (5 digits)	Course Title	Audit	Credit Hours	Tuition	Fees	Total
Instructor Signature		Instructor Name and Number (please print)						
Lab/Discussion			Lab/Discussion Title					
Lab/Discussion Instructor Signature		Lab/Discussion Instructor Name and Number (please print)						
School Authorization Signature (if required, see page 2)		School Authorization Name and Title (please print)						

Course Subject	Course Number	Class Number (5 digits)	Course Title	Audit	Credit Hours	Tuition	Fees	Total
Instructor Signature		Instructor Name and Number (please print)						
Lab/Discussion			Lab/Discussion Title					
Lab/Discussion Instructor Signature		Lab/Discussion Instructor Name and Number (please print)						
School Authorization Signature (if required, see page 2)		School Authorization Name and Title (please print)						
<b>TOTAL</b>								

TUITION AND FEES: FY 2018-2019	IN-STATE RATES						OUT-OF-STATE RATES					
	Credit Hours						Credit Hours					
	1	2	3	4	5	6	1	2	3	4	5	6
Community Scholar (Undergraduate)	430	860	1290	1720	2150	2580	1462	2924	4386	5848	7310	8772
Community Scholar (Graduate)	478	956	1434	1912	2390	2868	1448	2896	4344	5792	7240	8688
Community Scholar (High School Students)	430	860	1290	1720	2150	2580	1462	2924	4386	5848	7310	8772

**Board Approved Fees**

Returned Check Fee ..... \$50

**Mandatory Comprehensive Fee**

Off-Grounds Fee, including Charlottesville ..... \$35 per credit hour

## SECTION THREE: PAYMENT

**You must select your form of payment. Drops or withdrawals after the course has begun will carry a financial penalty.**

### Check/Money Order

You can pay by check or money order at the time of registration at Zehmer Hall, 104 Midmont Lane. Please include the class title on your check, made payable to the University of Virginia.

### e-Check or Credit Card

e-Check (electronic debit from your checking or savings account) and credit card payments can only be completed through the Student Information System (SIS) using UVAPay, an advanced, secure online payment system. Once your Visiting Student Form and Community Scholar Class Registration Form are received and processed, you can access SIS to pay by e-Check or credit card using American Express, Discover, or MasterCard. With UVAPay, all credit card payments are charged a 2.75% service fee by the credit card processor. There are no service fees for e-checks.

VISA is not accepted. VISA's association rules will not permit the credit card processor to charge a percentage service fee, and would require UVA to charge the same fee for ALL transactions, including e-check or paper check.

Credit card payments cannot be made by phone or in person. This process ensures the security of your personal and credit card information.

### Senior Citizen Waiver

Those requesting Senior Citizen Waiver must complete Sections 3, 4 and 5 of the Senior Citizen Waiver Registration Form and attach it to this form. The standard Community Scholar two-course limit applies to Senior Waiver registrations.

### Sponsor/Employer

If you are requesting that a business/organization be billed for tuition, a letter of authorization or Purchase Order must be noted on the online Visiting Student Form and this form. You are responsible for any fees associated with your class enrollment. You will be billed for unpaid tuition and/or fees in the event of default by your sponsor/employer or failure to meet the sponsor/employer criteria.

A letter of authorization must be on company letterhead and include student name, class title, and tuition, along with a contact person, billing name, address, phone number, and email. An authorization signature and tax ID must be included. Letters must be submitted to Zehmer Hall, 104 Midmont Lane, no later than seven calendar days before first day of class.

#### Check from Business/Organization

#### Credit Card from Business/Organization

(Sponsor/employer payments made by credit card will be done by contacting the University's Accounts Receivable Department).

#### Purchase Order

\_\_\_\_\_  
Name of Business/Organization

\_\_\_\_\_  
Address

\_\_\_\_\_  
Contact Name

\_\_\_\_\_  
Contact Phone Number

\_\_\_\_\_  
Contact Email

\_\_\_\_\_  
Tax ID#

## ADDITIONAL SCHOOL REQUIREMENTS

Individuals may register for courses in all schools and colleges at the University, except the School of Medicine, the School of Law, and the Curry School of Education. Instructor permission is required for all courses. Additional signatures may be required by select schools and colleges, and for certain courses. Several schools and colleges restrict the number of courses eligible under Community Scholar.

**School of Architecture:** The signature of the School's Registrar Sharon McDonald (434.924.3937 or slf7a@virginia.edu) is required AFTER obtaining the instructor's signature. A lifetime maximum of four courses may be taken as a Community Scholar.

**College and Graduate School of Arts & Sciences:** For all English courses number 8000 and above, advance approval is required. Contact Victoria Olwell (vjo2f@virginia.edu).

**For all courses in the Department of Politics,** advance approval is required. Contact politicsdup@virginia.edu. Include a copy of the email indicating approval with your registration materials.

**For all Psychology courses,** advance approval is required. Contact the department at psych-info@virginia.edu before seeking the instructor's permission.

**School of Continuing & Professional Studies:** Select evening and/or online courses are available through the School's Bachelor of Interdisciplinary Studies (BIS) program and the Bachelor of Professional Studies in Health Sciences Management (BPHM) program. Please contact Susan Chisholm sf7x@virginia.edu in the BIS office or Ana Abad-Jorge ara6t@virginia.edu in the BPHM office PRIOR to obtaining instructor permission.

**Darden Graduate School of Business:** The signature of the School's Registrar, Terri Smith (434.924.4785 or SmithTe@darden.virginia.edu), is required PRIOR to obtaining the instructor's signature. A lifetime maximum of six credits may be taken as a Community Scholar.

**Frank Batten School of Leadership & Public Policy:** Advance approval is required. Official/unofficial transcripts, including transcripts from UVA, and documentation of instructor permission must be submitted with the Class Registration Form for Community Scholar, at least two weeks prior to the start of classes. The SCPS Registrar will submit transcripts, forms, and documentation of instructor permission to the Batten School Registrar for approval. Community Scholars may not enroll in classes required for the Master of Public Policy. However, they may be eligible to enroll in elective courses, most of which are numbered in the 6700s.

**McIntire School of Commerce:** For all courses numbered 3000 and above, advance approval is required. Community Scholars may not register for courses numbered from 3010 – 3060. Official/unofficial transcripts, including transcripts from UVA, must be submitted with the Class Registration Form for Community Scholar, at least two weeks prior to the start of classes. The SCPS Registrar will submit transcripts and forms to the Commerce School for the Dean's approval and instructor signature.

**School of Engineering & Applied Science:** Registrations are handled directly through the School of Engineering & Applied Science and not through SCPS. Contact 434-924-3072 for more details.

**School of Nursing:** Community Scholars may only register for certain NUIP courses. Please check with the School's Registrar, Travis Boyd (434-243-2178 or tb6xd@virginia.edu), for eligible options. After securing instructor's signature/email approval, please secure the signature/email approval of the School's Registrar.

**Note:** *The University reserves the right to not enroll an individual based on class size or lack of prerequisite education.*

### **Contact Information: SCPS Registration & Enrollment Services**

TOLL FREE: 1.800.346.3882

LOCAL: 434.982.5252

FAX: 434.982.5324

EMAIL: SCPSregistration@virginia.edu