

**Continuing
Studies** at the



School of the Art Institute
of Chicago

ENROLLMENT VERIFICATION

The Registration Statement serves as enrollment verification for the courses listed.

The School of the Art Institute of Chicago (SAIC) records the courses for which a student registers on the permanent record. SAIC adheres to a credit/no credit grading system, as does Adult Continuing Education (ACE) in Continuing Studies (CS). The instructor may use this form to verify successful completion and give a written evaluation of student performance.

ACE courses are not offered for credit and are indicated by the grading basis AUD, or Audit, on the Registration Statement. Students enrolled in noncredit (Audit) courses at SAIC are required to attend all class sessions, successfully complete all coursework, and pay the tuition amount indicated on the Statement of Account.

If a student requires verification of successful completion of a course in lieu of credit or grade for purposes of reimbursement or any other reason, the student may request a Letter of Successful Completion/Student Evaluation, which will be completed by the instructor at the end of the course. The instructor may also use this form to give a written evaluation of student performance. The Letter of Successful Completion/Student Evaluation is for student use only and will not be documented on the permanent record.

Questions concerning student enrollment status should be directed to Continuing Studies at 312-629-6170 or cs@saic.edu.