“Have you ever taken this course before?”

**Use:** This form allows you to tell University personnel if you are repeating/retaking courses. This information helps ensure the accuracy of your academic records. *Failure to report this information can impact athletic eligibility, financial aid and other issues related to your enrollment.*

**Timing:** Submit this form during scheduling for upcoming terms or during the first two weeks of the term in which you are repeating/retaking a course or courses.

**Instructions:** Indicate in the table below all courses that you have taken before.

**Submission:** When complete, submit this form to:

Office of Student Records, 1 University Drive, UPO 789, Campbellsville, KY 42718

Administration Building, Room 18

Name__________________________________________   ID__________________

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Taken Where? Name of School</th>
<th>Taken When? (Year/Term)</th>
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Office Use Only

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