Request to Audit

A student may wish to learn the content of a course without earning credit. The College permits students to audit a course under the following conditions:

- ☐ The student is eligible to enroll in the course,
- ☐ A registration form is properly completed and returned to the Office of the Registrar,
- ☐ Tuition and fees for the course are paid or under a payment arrangement,
- ☐ There is seat availability in the requested course and section, and
- ☐ This form is completed and returned prior to the end of the Add/Drop period for the desired semester.

The student's name will appear on the class roster. A student who is auditing course is not required to take examinations. A student's grade report and transcript will reflect "AU" as the grade. An audit grade does not count for pre-requisite, graduation, or transfer purposes. An audited course cannot be designated as a credit bearing course at a later time regardless of the work that was completed in the class.

Student Name as it appears on your record: _____

Student ID#: _____

Semester: ___Fall ___Spring ___Summer **Year: 20/_____**
Course Code and Section: _____
Course Title: _____ **Credits:** _____
Reason for audit request: _____
_____
_____

☐ **Please check here if you qualify for our Senior Discount, available to students 55 years of age or older.**

Student's Signature: _____ **Date:** _____

Return this form to the Office of the Registrar

Registrar's Signature: _____ **Date:** _____

_____**Office Use Below This Line**_____

Office of the Registrar:

Received by: _____ **Date:** _____
Signature checked by: _____

Copy sent to: _____
Sent by: _____ **Date:** _____

Entered in database by: _____ **Date:** _____