



Audit Enrollment Form

I.D. #: _____ Semester/Year: _____

Name: _____ Phone: _____

Address: _____ City: _____ Zip: _____

Section #: _____ Course #: _____ Course Title: _____ Units: _____

RULES AND REGULATIONS FOR COURSE AUDITING:

- 1) Priority in class enrollment shall be given to students taking the course of credit; therefore, **enrollment for audit may ONLY be submitted during the second week of the class after all others that have petitioned for credit enrollment are accommodated.**
- 2) Auditing of a course is at the discretion and permission of the college and instructor and should have not impact on enrollment capacity.
- 3) The audit fee shall be \$_____ per unit per semester. (Student enrolled in classes to receive credit for ten or more units shall not be charged a fee to audit three or fewer units per semester.)
- 4) **Once audit enrollment is completed, no student will be permitted to change his/her enrollment to receive credit or to reverse to audit.**
- 5) The college may levy a fee for materials (books, access codes, etc.) used by the student. This fee will be in addition to the auditing fee.
- 6) The college will maintain no attendance.
- 7) **No refunds will be made for student withdrawals unless the college cancels a course.**
- 8) Rules and regulations pertaining to the credit students are applicable to the auditing student except tests and grade responsibility.

Reason for auditing: _____

I HAVE READ AND FULLY UNDERSTAND THE RULES AND REGULATIONS FOR AUDITING A COURSE.

Student's Signature Date

Instructor's Signature Date Instructor's Printed Name

OFFICER USE ONLY	
Audit Fee	\$ _____
Materials Fee	\$ _____
Office Signature _____	Date _____