

**Student Name:** \_\_\_\_\_

<b>Last</b>	<b>First</b>	<b>MI</b>
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1. Register for the course(s) and list the courses below
2. Submit the completed and signed form to the Office of the Registrar for processing  
(Please allow 3 -5 business days for processing)
3. Submit a copy of the completed and signed form to the Cashier's Office for required payment
4. Make a copy of the completed and signed form for your records

Class(es) to audit:

Subject	Course	Section	Credit Hours	CRN	Instructor's Signature
Example: Math	Example: 123	Example: 01	Example: 3	Example: 2458	<i>Instructor's Signature</i>

Audited courses carry **no credit** and do not count toward earned hours, GPA hours, quality points, or GPA calculations. A final grade of **AU (Audit)** will be assigned.

Audited courses also do **not** count toward full-time enrollment status, loan deferment, or financial aid eligibility.

Students must submit a request to audit a course **within the first week of classes**. After this period:

- Students registered for **audit** may not change the course to **credit**.
- Students registered for **credit** may not change the course to **audit**.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(I understood that if I later desire credit for the above course(s), I must retake the course for credit)

**Registrar's Office Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Please check the date, if it is after the first week of class, do not accept)

**Cashier's Office Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_