# Audit Enrollment Request

**All Sections Must Be Completed**

**Student Name:** ____________________________________________    __________________________

Be sure to update your contact information in WebAdvisor. All correspondence will be sent to your college assigned student e-mail account. It is your responsibility to check this account.

**Term:**
- [ ] Spring
- [ ] Summer
- [ ] Fall

<table>
<thead>
<tr>
<th>Course Name &amp; Number</th>
<th>Course Reference Number</th>
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You must submit a separate form for each course that you are requesting to audit.

- Audits will only be permitted after the add period for a course has ended.
- All prerequisites must be met prior to submitting an audit request.
- After receiving the instructors’ signature, return this form to Admissions & Records.
- Audited courses are charged a $15 per unit fee, this is subject to change pursuant to Education Code.
- No refunds will be permitted after enrollment per AP/BP 5033

______ (Student Signature)                                _______ (Date)

**As the Instructor, I understand that this student is intending to audit my course and will receive no credit. The course content and rigor will stay the same, and this student will receive a grade of "AU" for the course. It is up to the instructors discretion as to whether or not to grade assignments for auditing students.**

______ (Instructor Signature)                                _______ (Date)

**OFFICE USE**

- [ ] Prerequisite
- [ ] Prior Balance
- [ ] Register-RGCS
- [ ] Audit Code-RGCS
- [ ] Grade of “AU”-STAC
- [ ] Billing/Payment-RGN

By: ____________________________ Date: ______________

A&R Representative

Rev 08/17 A&R

**Received By:**

______

**Date:**
AP 4070 COURSE AUDITING AND AUDITING FEES

Application/Enrollment

a. Students who have been admitted to one of the colleges in the District are eligible to apply to audit courses at the college to which they have been admitted.
b. Students must meet all course prerequisites. It is the responsibility of the student to provide the instructor with documentation that the prerequisite(s) has been satisfied.
c. Auditing enrollment is permitted only on a space available basis.
d. A student may enroll in a course for audit only if he/she has not enrolled in that course for credit during the same semester.

Process

a. Students shall complete an audit application.
b. Any instructor may refuse auditing without explanation.
c. Credit students will always receive registration priority and space in the classroom over student(s) that are auditing the course.
d. Once audit enrollment is completed, no student will be permitted to change his/her enrollment from audit to receive credit nor is a student permitted to change enrollment from credit to audit.

Fees

a. The fee for auditing will be assessed as determined by the current approved fee under the Education Code. A student enrolled for credit in ten (10) or more semester credit units will not be charged a fee to audit three (3) or fewer units per semester.
b. Students must also pay all mandatory fees.
c. Audited classes do not count toward units for financial aid, veteran’s benefits, full time student status, or any other purpose.
d. No refund will be permitted after enrollment per BP/AP 5033.
e. Classroom attendance of students auditing a course shall not be included in computing the apportionment due to the District.

Attendance and Participation

a. The instructor will determine classroom policies for students who audit: including attendance, participation, assignments, and the evaluation of course work. However, students must also pay other required fees.

Reference: Education Code Section 76370