



**Admissions & Records Office**  
 11711 Sand Canyon Road  
 Yucaipa, CA. 92399-1799  
 P: (909) 389-3372  
 Web: www.craftonhills.edu

# Crafton Hills College Audit Enrollment Request

**All Sections Must Be Completed**

Student Name: \_\_\_\_\_  
 (Last) (First) (MI) (Student I.D. #)

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    20\_\_\_\_

Course Name & Number	Course Reference Number

**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)

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Prerequisite    | <input type="checkbox"/> Prior Balance      | <input type="checkbox"/> Register-RGCS       |
| <input type="checkbox"/> Audit Code-RGCS | <input type="checkbox"/> Grade of "AU"-STAC | <input type="checkbox"/> Billing/Payment-RGN |

By: \_\_\_\_\_

A&R Representative

Date: \_\_\_\_\_

**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