

# AUDIT ENROLLMENT REQUEST FORM

## COWLEY COLLEGE

Student Name \_\_\_\_\_

Student ID# \_\_\_\_\_

	<b>Semester</b>	
Fall	<input type="checkbox"/>	
Spring	<input type="checkbox"/>	20____ - 20____
Summer	<input type="checkbox"/>	

**This request is not official until it has been signed by the instructor and returned to the Registrar or Outreach center office.**

Dept	Course #	Sec #	Course Title	Time	Day	Room
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\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date

### Auditing a class:

- Auditing a class means that you attend a class regularly but do not take exams or complete assignments. You receive no credit for the audited class.
- All course pre-requisites are met or the student has obtained the approval of the instructor. The course must be approved by each department to audit.
- Tuition and fees for audited classes are the same as those charged for credit classes. The total amount of tuition and fees is due when you enroll to audit a class (can not charge) or get a refund.
- Financial aid and scholarship monies may **not** be used to pay for audited classes.
- You may enroll to audit a class, if space is available. The dates to enroll to audit a class is after the end of the add period that is published for each semester.
- Under no circumstances may a class audited be changed to a class taken for credit, nor will a class enrolled in for credit be changed to a class for audit. A grade of **AU** will be recorded on the student's transcript.
- A class that has been audited can not be taken at a later date for credit.
- Please have this audit enrollment request form signed by the appropriate academic administrator. Return the completed and signed form to the Registrar or Outreach center office.