



FULL TIME RENSSELAER STUDENT AUDIT REGISTRATION FORM
Office of the Registrar

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

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_
(Last) (First) (MI)

Email Address: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Term: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_ Session 1 \_\_\_\_\_ Session 2 \_\_\_\_\_ Session 3 \_\_\_\_\_
yr yr yr

Class: \_\_\_\_\_

Curriculum: \_\_\_\_\_ Degree Pursued: \_\_\_\_\_

Credit hours taking this semester: \_\_\_\_\_
(excluding the audit)

\*\*CRN# IS 5 DIGIT NUMBER IN LEFT COLUMN OF CLASS HOUR SCHEDULE\*\*

Course CRN#: \_\_\_\_\_ subject number section
[Example: 8 0 2 2 9 C S C I 1 1 0 0 0 2 ]

Course Title: \_\_\_\_\_

I have read and understand the auditing regulations on the back of this form and in the University Catalog and agree to abide by them.

Student's signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Instructor's signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Instructor's signature indicates agreement to allow the above named student to audit your course and that you have discussed with him/her your requirements for successful completion of the audit.

PLEASE MAKE PHOTOCOPY FOR YOUR OWN RECORDS

## **INSTRUCTIONS**

### **Regulations:**

An auditor may not register for a course until after classes have begun for the term so that matriculating students have first choice in registering. This form must be completed and returned to the Registrar's Office by the end of the second week of classes.

Auditing is defined as attending a course without credit for such information as may be derived. Participation in recitations, discussions, or examinations (or the requirement of such participation) is at the discretion of the instructor. Auditors must register after classes begin, but before the end of the second week of classes and may not register for credit in the audited course later during the term. They may, however, register in a later term for this course on a credit-hour basis. A permanent record will be maintained for the audit. The only grade given for the audited course is "AU" (Audit). Full time matriculating Rensselaer students can audit on a non-fee basis with permission of their advisor and the course instructor. During the summer, the student must be full time (twelve credits) in order to be eligible to audit.

### **Student:**

Fill in the information requested. If the course instructor permits you to audit, have him/her also sign. Please return form to Student Records and Financial Services for verification of full time status before the end of second week of the term.

### **Instructor:**

If there is room in your course and if you agree to allow the student to audit your course, sign where indicated and return the form to the student.

### **Registrar's Office:**

Verify that the student is a full time student.