



OFFICE OF  
THE REGISTRAR

# COURSE AUDIT FORM



## INSTRUCTIONS:

1. Obtain written permission from the Department Dean (s), Chair (s), or Instructor (s) on the bottom portion of this form.
2. Registration will take place during the late registration period (see current Schedule of Classes or check online for location, dates, and times). Please note that registration to audit courses is subject to the late registration fee.
3. Payment must be made to the Bursar's Office. Tuition is the same as the per-credit rate listed on the Bursar's webpage.
4. Senior Citizens (60 years or over) pay a \$65.00 fee and a \$15.00 CUNY Consolidated Service fee for the semester. Documentation of proof of age is required. The following forms are acceptable: Medicare or Medicaid Card, Driver's License, NON-Driver's License ID, or Birth Certificate. **Undergraduate courses only.**
5. Audit status cannot be changed to credit status after the closing date for late registration.

Please print the following information:

Semester \_\_\_\_\_

\_\_\_\_\_  
Last First Middle

Emplid \_\_\_\_\_

\_\_\_\_\_  
Street City State Zip

Tele. No. \_\_\_\_\_

Date of Birth \_\_\_\_\_

Course Information:

Signature:

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Class No. Dept Course No. Section

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PLEASE CIRCLE: Dean / Chairperson / Instructor

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Class No. Dept Course No. Section

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PLEASE CIRCLE: Dean / Chairperson / Instructor

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Class No. Dept Course No. Section

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PLEASE CIRCLE: Dean / Chairperson / Instructor

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

## NOTE FOR DEAN / CHAIRPERSON / INSTRUCTOR:

The above student has permission to audit the above course (s). The student understands that the amount of participation may vary at the discretion of the instructor and she/he will follow all the regulations as listed in the current college bulletin. The student may not receive credit for courses taken by exemption examinations if they have already audited those courses. **Senior citizens may audit undergraduate courses only.**