



AUDIT REGISTRATION REQUEST

PLEASE PRINT CLEARLY

Semester: _____ Year: _____

Student Name: _____

AUC ID: _____

Email: _____

Course Prefix	Course Number	CRN#	Instructor Name	Instructor Signature	Department Chair Signature

Procedures	Regulations for Auditors
<ol style="list-style-type: none"> 1. Complete the form with the desired course(s) and print. 2. Proceed to the Department(s) offering the course you would like to audit on the dates specified in the AUC Academic Calendar and obtain the signatures of the course instructor. 3. Report to the Student Services Center (SSC), AUC Portal Gate 1 (Hamza El-Khouly Building), with your signed form to submit an application and get a student identification number (if a student ID number is needed). 4. Proceed with a copy of your signed form to the cashier at the SSC to pay for your course(s). 5. Proceed to the I.D. Center (Admin. Bldg., Room G-020) with your stamped receipt to obtain an I.D. card. 6. Proceed to the Office of the Registrar (Admin. Bldg., Room P-041) with your payment receipt to register your course(s). 	<ul style="list-style-type: none"> • May enroll in a maximum of two courses during the spring and fall semesters and only one course in winter/summer sessions. • Not entitled to any enrollment certification, military certifications, or transcripts. • Do not receive academic credit hours or final grades. • Not eligible to sit for final exams. • Charged for one credit hour per course plus course fees. • Refund policy is applicable to auditing students. • Are subject to all conduct and academic integrity regulations of the university. • Auditing is on a space available basis only. • Not allowed to audit language courses.

Student Signature _____ Date _____

For Student Accounts Office Use Only

Tuition charge per auditing course: _____

Graduate Course(s): _____

Undergraduate Course(s): _____