



AUDIT REGISTRATION REQUEST

PLEASE PRINT CLEARLY

Semester: \_\_\_\_\_ Year: \_\_\_\_\_

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

AUC ID: \_\_\_\_\_

Email: \_\_\_\_\_

Course Name: \_\_\_\_\_

Course Prefix: \_\_\_\_\_ Course Number: \_\_\_\_\_ CRN: \_\_\_\_\_

Printed Instructor's Name 1 \_\_\_\_\_ Instructor's Signature 1 \_\_\_\_\_ Date \_\_\_\_\_

Printed Department Chair's Name 1 \_\_\_\_\_ Department Chair's 1 Signature \_\_\_\_\_ Date \_\_\_\_\_

Course 2 Name: \_\_\_\_\_

Course 2 Prefix: \_\_\_\_\_ Course 2 Number: \_\_\_\_\_ CRN 2: \_\_\_\_\_

Printed Instructor's Name 2 \_\_\_\_\_ Instructor's Signature 2 \_\_\_\_\_ Date \_\_\_\_\_

Printed Department Chair's Name 2 \_\_\_\_\_ Department Chair's 2 Signature \_\_\_\_\_ Date \_\_\_\_\_

Process	Regulations for Auditors
<ol style="list-style-type: none"> <li>Complete the form with the desired course(s) and print.</li> <li>Proceed to the Department(s) offering the course you would like to audit on the dates specified in the <a href="#">AUC Academic Calendar</a> and obtain the signatures of the course instructor.</li> <li>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).</li> <li>Proceed with a copy of your signed form to the cashier at the SSC to pay for your course(s).</li> <li>Proceed to the I.D. Section of the Library with your stamped receipt to obtain an I.D. card.</li> <li>Proceed to the Office of the Registrar Admin. Bldg. Room P-041 with your payment receipt to register your course(s).</li> </ol>	<ul style="list-style-type: none"> <li>Auditors may enroll in a maximum of two courses during the spring and fall semesters. Auditing classes is not permitted in the winter session. Only one class is allowed to be audited in the summer session.</li> <li>Auditors are not entitled to any enrollment certifications, military certifications, or transcripts.</li> <li>Auditors do not earn academic credit hours and receive no final grades.</li> <li>Auditors are not required to attend final exams.</li> <li>Auditors are charged for one credit hour per course plus course fees.</li> <li>Refund policy is applicable to auditing students.</li> <li>Auditors are subject to all conduct, academic integrity, and academic regulations of the university.</li> <li>Audit is on a space available basis only.</li> <li>Students only auditing classes are not eligible for university services such as dorms.</li> <li>Students are not able to audit language courses.</li> </ul>

Student must receive signatures from each instructor and department chair.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

For Student Accounts Office Use Only

Tuition charge per auditing course: \_\_\_\_\_

Graduate Course(s): \_\_\_\_\_ Undergraduate Course(s): \_\_\_\_\_



## Information for auditing students and faculty:

### Auditing Guidelines

If you audit a course, you attend classes but do not turn in assignments or take exams. A grade of AU (audited) is given for audited course the end of the semester; you do not receive credit for the course.

There are only a few circumstances where an audit is useful. These include:

- if you want to explore an area unrelated to your major and the course is outside of your primary interests;
- if you want a review of an area you are already knowledgeable in, or;
- if a course is of particular interest but would require an extraordinary effort for you to take for a grade along with your other planned courses.

Once you have enrolled in a course for regular credit, you cannot later change it to an audit after the drop/add deadline has passed. You may not audit studio art, applied music, dance technique, or performance courses. You should also not audit a foreign language course if you are planning to fulfill the foreign language requirement in that language and there is any reason to believe that you may need to take that course for credit. Courses taken on an audit basis fulfill no curricular requirements.

Students are not able to audit language and performance courses. Auditing courses is not permitted in the winter session. Students can audit a maximum of one course for the entire summer session.

Note: an audited course is counted as part of your course load. Audited courses are also counted toward the total credit limit that no student may exceed.

### Procedure

In order to register as an auditor in a course you must obtain written, signed permission from the instructor and department chair. You must submit the completed form to the Registrar's Office no later than the last day of the first week of classes (or the first day of classes in the summer session). The Registrar's Office strictly enforces this deadline.

Auditing forms are available at the Office of the Registrar's webpage <http://student.aucegypt.edu>.

Deadlines for registration are online at <http://www.aucegypt.edu/students/Registrar/Pages/AcademicCalendars.aspx>