

Student Name _____ (Please Print)

Student ID _____

Term and Year _____

TAFT COLLEGE AUDIT CLASS REGISTRATION FORM

PRINT NAME	LAST	FIRST	M.I.	STUDENT I.D.		DATE	
COURSE NAME	CRN #	Instructor		Units	Days	Hour	Rm.No.

Student's Signature _____

Instructors Signature _____

FOR OFFICE USE ONLY:	
Fee's Received by*: _____	Processed by: _____
<input type="checkbox"/> Copy sent to Academic Records	

* \$15.00 per unit plus additional fees that may apply



Auditing Classes

In conformity with Education Code 72252.3, Taft College permits the auditing of classes. The fee for auditing classes is \$15.00 per unit per semester.

The audit status is subject to the following guidelines:

1. Priority registration shall be given to students desiring to take the course for credit towards a degree or certificate.
2. No student auditing a course shall be permitted to change his/her enrollment in that course to receive credit for the course.
3. The auditor checks with the instructor after the first class meeting and after all students have had an opportunity to enroll in the class. If there is room available, the auditor may register in the Counseling Center using the Audit Class Registration Form.
4. An auditor must have the permission of the instructor to audit a class.
5. Additional fees may apply (ex: parking, etc.)
6. There are no attendance requirements, and grades are not issued.
7. No refunds of audit fees will be allowed if a student is admitted and registered as an auditor

Procedures for Students

1. Student picks up an Auditing Class Registration Form in the Counseling Center.
2. Student attends the second meeting of the class and, if the student is accepted, the instructor signs the Auditing Class Registration Form.
3. Student returns to the Counseling Center and presents the form to the secretary to be processed. The student will receive a copy of the Auditing Class Registration Form to submit to the instructor.
4. The student takes the form to the Cashier for payment or pay on-line if after normal working hours.