

Request to Audit a Course

An auditor is a student who meets course pre-requisites and attends a class to acquire knowledge, but not to earn credits or a grade. Audited courses do not count toward completing Certificate, Diploma or Degree requirements. An auditor may not change his or her status after the second class meeting. Auditors must attend classes regularly, do assigned reading, and participate in discussions, but they are excused from examinations.

Auditors are admitted to a course on a space available basis, contingent upon the approval of the instructor. Students who audit courses pay regular tuition and related fees. A grade of "AU" will appear on the participating student's grade report and academic transcript.

To be registered as an "Audit" student, this completed form must be returned to the Office of the Registrar before the end of the Add/Drop period.

Please provide the following information:

Name: _____ (Please
print exactly as you want it to appear on your award)

Name used while attending CMTC/CMCC: _____ (If different
from above)

Social Security Number: _____

Date of Birth: ____ / ____ / ____ Major Program of Study: _____

The Award you earned (Please check one):

() Certificate () Diploma () Associate of Applied Science () Associate of Science Approximate

Date you Earned Award: ____ / ____ / ____

e-mail address: _____

Address where award should be mailed:

Student Signature: _____

PAYMENT INFORMATION:

VISA Mastercard Discover

Card No: _____ Expiration Date: (MM/YY) _____

FOR OFFICE USE ONLY

Date : ____ / ____ / ____ Amount Paid \$ _____ Receipt Number : _____ By : _____

Copy: Course Instructor

Form Edited: 071318