

Request for Enrollment of a Class as an Audit

Los Angeles City College students may be permitted to audit a class under the following conditions:

- A. Permission to enroll in a class on an audit basis is at the instructor's discretion. Participation in class activities by student auditors will be solely at the discretion of the instructor, who may provide a written statement of how much participation is allowed beyond observation.
- B. Payment of a fee of \$15 per unit. This fee is not covered by Financial Aid. The fee is not refundable. The course cannot be dropped for a refund. Students enrolled in classes to receive credit for ten or more semester units shall not be charged a fee to audit three or fewer semester units per semester.
- C. No student auditing a course shall be permitted to change his/her enrollment in that course to receive credit for the course.
- D. Priority in class enrollment shall be given to students desiring to take the course for credit.
- E. The course will not appear on the student's transcript.
- F. Students may not change enrollment from credit to audit to avoid a W or fee for the class. If a student is enrolled in the course for credit, the change must be made before the last day to drop the class without a fee. For Summer and Winter, this is within the first 3 days of the term. For Fall and Spring 16 week classes, this is within the first 10 days of the term. For Fall and Spring 8 week classes this is within the first 5 days of the term.
- G. To request permission to audit, the student must visit the instructor at the next class meeting and obtain the instructor's signature on this form and a permission number to acknowledge and approve the audit enrollment. The form must then be submitted to Admissions and Records for processing.

**STUDENT'S VERIFICATION: I understand and accept the above mentioned conditions for audit enrollment.**

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Last	First	Student ID Number
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**COURSE INFORMATION:** Course Name: \_\_\_\_\_ 5-digit Course Number: \_\_\_\_\_

Permission Number from Instructor: \_\_\_\_\_

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

**INSTRUCTOR'S VERIFICATION: I understand and approve audit enrollment for the student above.**

Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

**ADMISSIONS AND RECORDS OFFICE:** A&R Staff Processing By: \_\_\_\_\_ Date \_\_\_\_\_