

# AUDIT ENROLLMENT FORM

GCC ID: \_\_\_\_\_ DOB: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First MI

Address: \_\_\_\_\_  
City Apt.# State Zip code

Phone No: (\_\_\_\_) \_\_\_\_\_ GCC Email: \_\_\_\_\_

**Below are the rules and regulations for auditing courses at Glendale Community College. Please read them carefully. Please submit completed form to [ARDocs@glendale.edu](mailto:ARDocs@glendale.edu)**

- ▶ Priority enrollment shall be given to students desiring to take the course for credit. Therefore, enrollment for the purpose of auditing is on a space available basis, solely upon the discretion of the instructor. Enrollment for audit may not take place until start of the semester. At that time, students must obtain the signature of the instructor and submit this form to the Office of Admissions and Records.
- ▶ **Once audit enrollment is completed, no student shall be permitted to change his or her enrollment to receive credit. Also, students are not permitted to change from enrollment for credit to audit.**
- ▶ No credit shall be received for auditing a course. The college will not maintain any attendance or transcript records.
- ▶ A nonrefundable fee for auditing is \$15.00 per unit. Auditors are also required to pay for the Student Health Fee and Student Services Fee and any applicable Materials Fee. Students who are enrolled in and remain enrolled in 10 or more units will not be charged a fee for auditing up to three units.
- ▶ All fees are due at the time the Audit form is submitted to the Admissions and Records office.
- ▶ Students shall abide by all policies regulating student responsibility and conduct as defined in the college catalog and the class schedule.

Select term and year:

Summer \_\_\_\_\_ Fall \_\_\_\_\_ Winter \_\_\_\_\_ Spring \_\_\_\_\_

Course Information:

Course Number: \_\_\_\_\_ Course Name & Number: \_\_\_\_\_ Units: \_\_\_\_\_

Are you currently enrolled in any other credit courses at Glendale Community College?

Yes No

If yes, how many units? \_\_\_\_\_

I have read the policy and fully understand the rules and regulations for adding a course. I will comply with the policy.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Admissions and Records Office Use Only

Student Services Fee: \_\_\_\_\_ Health Fee: \_\_\_\_\_ Representation Fee: \_\_\_\_\_ Material Fee: \_\_\_\_\_

Audit Fee at \$15.00 per unit: \_\_\_\_\_ Total Amount Due: \$ \_\_\_\_\_ Processed by: \_\_\_\_\_