



Course Audit

Full Legal Name: _____
 Contact Phone: _____
 Catalog Year: _____
 PHC Box # or Address: _____

PHC ID: _____

Current Class Level: Fr. So. Jr. Sr.

The changes indicated below apply to my registration for the following term: FA SP SU 20 _____

To Audit a Course:

1. This form must be completed and submitted to the Office of the Registrar by the close of the Drop/Add period.
2. All prerequisites for the course must be met.
3. Submission of this form will result in your registration for this course being changed from "credit" to "audit".
4. A grade of 'AU' will be assigned for all audited courses.
5. You will be assessed the audit fee in addition to any other tuition charges for the term.

Reminders about Auditing a Course:

Auditing a course requires the approval of the instructor and the Registrar.
 Students taking courses for credit receive priority in registering for courses.
 Audit Fee: \$50 per credit hour
 Students may audit only one course per semester.
 Audited courses appear on the academic transcript.
 No grade is earned and no credit is awarded for an audited course.
 Audited courses do not apply towards PHC degree requirements.
 Changing a course from credit to audit may result in a recalculation of your full/part-time status and may influence your financial aid eligibility.

Course Audit Registration			
Course ID & Section	Credits*	Course Title	Department Chairman Prerequisite Override

*Audit Fee: \$50 per credit hour

Instructor Signature: _____ Date: _____

Student Signature: _____ Date: _____

Registrar Signature: _____ Date: _____