



Application for Course Audit

AUDITING A CLASS:

California Educational Code, Section 76370 states the governing board of a community college district may authorize a person to audit a community college course and may charge that person a fee pursuant to this section.

- If a fee for auditing is charged, it shall not exceed fifteen dollars (\$15) per unit, per semester. The governing board shall proportionately adjust the amount of fee for term lengths based upon a quarter system or other alternative system approved pursuant to regulations of the board of governors, and shall also proportionately adjust the amount of the fee for summer sessions, intersession, and other short-term courses. In making these adjustments, the governing board may round the per unit fee and the per term or per session fee to the nearest dollar.
- Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged a fee to audit three or fewer semester units per semester.
- No student auditing a course shall be permitted to change his or her enrollment in that course to receive credit for the course.
- Priority in a class enrollment shall be given to students desiring to take the course for credit towards a degree or certificate.
- Classroom attendance or students auditing a course shall not be included in computing the apportionment due to a community college district.

STEPS TO COMPLETE COURSE AUDIT FORM:

1. Student requests and completes the STUDENT portion of the form. Enrollment Services completes the eligibility section of the form.
2. Student takes the form to the appropriate instructor to complete the INSTRUCTOR portion of the form. Requires Instructor's signature.
3. Student takes and leaves the course audit form at the Division Office to request the set-up of an audit section. If the audit section has been approved, the Division Office will create an audit course and the Dean will sign their approval. Requires Dean's signature.
4. Student takes the completed form with the appropriate signatures to the Business Services Office for payment. **Please note:** there may be additional fees once student is enrolled in the class.
5. Student then takes the completed form to the Enrollment Services Office for final processing.
6. Student acknowledges that there will be no records kept with MJC of their attendance in this class, no final grade will be issued, and student will not receive credit for this class.



Application for Course Audit

Submit completed form in-person to Enrollment Services.

Requirements to complete this form successfully:

- Students must wait until the first day of classes to process an Application for Course Audit.
- Students who audit classes will not receive units or grades for the class(es) they audit.
- Students enrolled in ten or more units at the time enrollment occurs will not be assessed the \$15 per unit fee up to 3 units.
- Audit students may not attend class until fees have been processed.
- Fee Waiver cannot be applied to Course Audit classes.
- Student agrees to indemnify and hold the Yosemite Community College District harmless from all losses, claims, actions, damages or liabilities associated with auditing classes.

To be completed & signed by the STUDENT:

Today's Date: _____ Student ID: w _____ Phone: _____

First Name: _____ Middle Initial: _____ Last Name: _____

Course Name & Section Number: _____ Semester & Year: _____

Student Signature: _____ Date: _____

To be completed & signed by the ENROLLMENT SERVICES OFFICE:

Section #: _____ *Student is eligible to enroll in above listed course as an auditor.* Units: _____

Enrollment Services Staff Signature: _____ Date: _____

To be completed & signed by the INSTRUCTOR:

I certify that all regularly enrolled and wait listed students have been seated and agree to admit this student for audit purposes. Students auditing classes will not be seated in the class(es) they audit until after the first day of the class.

Instructor Signature: _____ Date: _____

To be completed & signed by the DIVISION DEAN'S OFFICE:

Approved: _____ Denied: _____ Audit Class Section #: _____

Division Dean Signature: _____ Date: _____

Reason (If Denied): _____

To be completed by the BUSINESS SERVICES OFFICE:

At the time of this fee determination, this student is enrolled in _____ units at MJC. Student has paid all necessary fees.

Class Fee: \$15.00 x _____ units = \$ _____ Approved: _____ Date: _____

Please note: Additional fees may be assessed at the time of enrollment.

AFTER ALL SIGNATURES HAVE BEEN OBTAINED AND ALL FEES HAVE BEEN PAID, STUDENT MUST RETURN THIS FORM TO THE ENROLLMENT SERVICES OFFICE FOR ENROLLMENT IN THE COURSE.

Enrollment Services Staff Signature: _____ Date: _____