



For Office Use Only

Posted By: _____ Date Posted: _____

Office of the Registrar

Visiting Auditor Registration Form

STUDENT INFORMATION

Student ID: _____ Name: _____
(if known) Last Name First Name Middle Name

Email: _____ Phone: _____

GUIDELINES

- Any interested person may audit one or more courses at Rice by securing permission of the instructor and by registering as an auditor with the Office of the Registrar and paying the assessed audit fee. There are no credit hours associated with audited courses, and auditing a course does not affect a student's GPA.
- Upon completion, the audited course will appear on the student's transcript with a grade of either "AUD" or "NC." There are no credit hours associated with audited courses, and auditing a course does not affect a student's GPA.
 - AUD ("Audit")—This grade designation is only used for people auditing the course, and specifically where the auditing student has met the audit requirements of the course.
 - "NC" (No Credit) — This grade designation is given to students who do not meet the audit requirements. There are no credit hours associated with an AUD grade designation. (See Audit above.)
- Tuition and Fee information for visiting auditors can be found on the Cashier's Website: <https://cashier.rice.edu/>.

INSTRUCTIONS

- Check the Course Schedule: <https://courses.rice.edu> to find a course that you wish to audit.
- Obtain the instructor's permission by signature (below). It is recommended that visiting auditors wait to obtain the instructor's permission until on or after the first day of classes so that the instructor can determine space based on enrollment availability.
- Upload the complete form to the online Visiting Student Application or turn the original in to the Office of the Registrar. If not received before the Friday of the second week of classes, the student will not be registered for the course.
- Check your email for confirmation that you have been registered for the course that you have selected and received permission to audit. This communication will also include instructions regarding how to pay the visiting auditor fee through the Cashier's Office.

COURSE REQUEST

Auditors should communicate the expectations for successfully completing the audit requirements for the course selected with the instructor prior to registering as an auditor.

CRN	Subject Code	Course Number	Section	Instructor Signature

ACKNOWLEDGEMENT

I understand that there are no credit hours earned by auditing a course, and that auditing a course will not affect my GPA, and cannot be counted towards a degree. I certify that the information provided with my application is accurate and complete, and acknowledge that any omission or inaccurate information could jeopardize my standing with the university. I further certify that I desire to be registered as an auditor in the classes described above. I have obtained permission from the instructor of each requested class and will pay all necessary tuition and fees.

Student Signature: _____