

Audit Enrollment Form

Semester/Year _____

Student Last Name _____

First _____

M.I. _____

Address _____

City _____

Zip Code _____

Day Phone Number _____

Home Phone Number _____

Date of Birth _____

Bring completed form to COC
Community Education (V-110) at
26455 Rockwell Canyon Road
Santa Clarita, CA 91355
(661) 362-3300

Please enroll me in the following class: _____ Section # _____

Days/Time: _____ Enclosed is a check for: \$ _____ (figure @ \$15 per unit)

Please charge it to my VISA MasterCard # _____ Exp. Date: _____

Signature (if paying by credit card): _____

I accept student listed above into my credit course as an audit enrollment. Date: _____

Instructor Name (PRINT): _____ Signature: _____

Instructor signature is necessary before submitting to Community Education (V-110)

First day of attendance: _____

Community Education Audit Instructions

Students wishing to audit classes must receive the approval of the instructor of the course. No student auditing a course shall be permitted to change enrollment in that course to receive credit. Students enrolled in credit classes with ten or more units per semester shall not be charged a fee to audit three or fewer semester units.

Please refer to the district catalog for a complete list of courses eligible to audit. Classes taken by audit follow the same deadline dates as classes taken for credit – please see the current semester schedule for add deadline dates.

To audit classes please bring the completed audit form to the Community Education (CE) office prior to the add deadline. Audit students will be charged a fee of \$15/unit which must be paid at the time of registration.

If the add deadline has passed, you need to petition the Academic Standards Committee. Fill out all the necessary information on both the audit and petition forms, and then submit both forms to the Admissions and Records office. If your petition is granted, you must bring both forms back to the CE office where you will be enrolled.