



Chaffey College

58A-GG-CBG5B8 F97CF8GC: : 79  
518-H9BFC@@A9BH: CFA

Procedure to Audit Courses:

1. Obtain Audit Enrollment Form from the Admissions and Records Office at any campus location.
2. Must have current college application on file; if not, student must re-apply prior to submitting Audit Form.
3. Instructor's permission/signature required on form.
4. Submit the completed and signed Audit Enrollment Form to the Admissions and Records Office at any campus location.
5. Pay fees due beginning the first day of instruction.
6. Return copy of Audit Enrollment Form with proof of payment to the instructor.

TERM/YR:     SUMMER     FALL     SPRING 20\_\_\_\_\_

fD@5G9 DF-BH7 @5F@M!1 gYVUW cf Vi Y]b cb`nt`

Student Name: \_\_\_\_\_ ID Number: \_\_\_\_\_  
Last First M.I.

Student Address: \_\_\_\_\_  
Number/Street Apt # City State Zip Code

**RULES AND REGULATIONS FOR AUDITING COURSES AT CHAFFEY COLLEGE:**

- Audit enrollment is allowed for eligible courses solely at the discretion of the instructor.
- The deadline to submit an Audit Form is the last day to drop with a W (see the Academic Calendar for dates).
- Once audit enrollment is completed, no student will be permitted to change his/her enrollment from **AUDIT TO CREDIT**.
- No student will be permitted to change his/her enrollment from **CREDIT TO AUDIT** once the last day to drop without a W has passed.
- No credit will be received for auditing and the College does not maintain any attendance or transcript record for audited courses.
- Priority in class enrollment shall be given to students desiring to take the course for credit; therefore, enrollment for audit purposes for **full-term classes** will not be permitted until the term has started.
- For **short-term, late start classes** or **fast-track** audit enrollment is permissible once the class has met at least once.
- The fee for auditing will be assessed at \$15 per unit, plus any required material fees. There is no fee to audit 3 or fewer units if you are enrolled in 10 or more credit units.
- Once audit enrollment is completed, no refund will be permitted unless the College cancels the course.
- Audit ONLY students can obtain a photo ID card for access to labs and Success Centers at all locations but will not have access to the library book check-outs, online library resources, or to ride the Omnitrans Bus Lines for free.
- All parking regulations are enforced for all students, including those who are only auditing.

I HAVE READ AND FULLY UNDERSTAND THE RULES AND REGULATIONS FOR AUDITING COURSES. REQUEST PERMISSION TO AUDIT THE COURSE(S) LISTED IN THE BOX BELOW.

Student's Signature

Date

SECTION NUMBER:	COURSE TITLE:	INSTRUCTOR'S SIGNATURE:	DATE SIGNED:	UNITS:	FEE DUE: (\$15 per unit)	PAYMENT RECEIVED BY/DATE: