



Admissions and Records

2277 Napa-Vallejo Highway, Napa, Ca. 94558

707.256.7203 ♦ fax 707.256.7219

Audit Form

Please print clearly. All blanks must be filled-in for this form to be considered.

Complete one application for each class you wish to audit.

Fall ☐ Spring ☐ Summer ☐ Year _____

NVC Student ID#

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Print Name: _____
Last First MI

I request enrollment in the following course on an **AUDIT** basis:

Synonym or Section #	Course Name & Number	Course Title	# of units
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My background in this course material and the reason I wish to audit this class is as follows:

I understand that neither a grade nor credit will be awarded, and that I will not be permitted under any circumstances to change my enrollment status in the course to receive credit for the course. Furthermore, I understand that my enrollment is on a space-available basis and that I will be disenrolled if necessary to provide space for regularly enrolled students.

The authorization to be enrolled will be based on your background, the reason for the audit class, and instructor approval. The decision of the instructor is final.

Student signature: _____ Date: _____

Instructor signature: _____ Date: _____

Audits will be processed after the first day of each semester

Office Use Only

Received by: _____ Date: _____

AR 4070 Auditing and Auditing Fees

To accommodate those students who have completed their allowable classes and are no longer eligible to enroll in a given class for credit or wish to audit a class for personal reasons, the following guidelines have been established to provide for the auditing of classes in compliance with Board Policy 4070.

APPLICATION/ENROLLMENT

Students who plan to attend a course or courses on an audit basis shall be permitted enrollment after classes begin throughout the semester with the required approval. The student will complete an application for audit, which requires the instructor's approval, prior to being officially enrolled. A separate application is required for each course to be audited. Applications to audit can be obtained from the Office of Admissions and Records and online through the Admissions and Records webpage.

FEES

- Students approved to audit courses are required to pay \$15 per semester unit at the time of registration.
- Students enrolled in ten or more semester credit units who pay the enrollment fees shall not be charged an audit fee to audit three or fewer semester units per term.
- Fees paid will not be refunded to students disenrolled.
- Refunds for audit fees shall only be allowed through the first two weeks of school upon request.
- There will be no deferral of fees for auditing courses.

DISENROLLMENT/TRANSCRIPTS

Upon enrollment in class to audit, no student shall be permitted to change his/her enrollment in that course to receive credit for the course under any circumstances.

Students attending a class on an audit basis shall be disenrolled to provide room for regularly enrolled students. When necessary, based on the last student enrolled to audit shall be the first dropped.

Students who enroll on an audit basis shall not be awarded grades for credit.

ATTENDANCE

Students enrolled in courses on an audit basis shall not count in the total number of students enrolled in determining whether the class will be cancelled due to insufficient enrollment.