



Audit Enrollment

Instruction Office

Phone: (951) 465-7682
Email: instruction@msjc.edu

1. **Contact the Instructor:** Contact the instructor on the first day of class to request permission to audit the course.
2. **Complete the Form:** Complete the Student Information section below and obtain the instructor's signature.
3. **Submit to Instructional Services:** Submit the completed form as a PDF through the [Instructional Services Secure Document Upload](#). Instructional Services will obtain the required Dean's signature.
4. **Receive Completed Form:** Instructional Services will return the fully signed form to you.
5. **Submit to Enrollment Services:** Submit the fully signed form through the [Enrollment Service Secure Document Upload](#). Enrollment Services will review and process your course audit registration.
6. **Registration Confirmation:** Enrollment Services will notify you once your course audit registration has been processed.
7. **Pay Applicable Fees:** You are responsible for any fees resulting from the course audit. Payment is due the same day the change is made to your student record. Fees can be paid through Self-Service.

STUDENT INFORMATION

Name: _____ Student ID#: _____

Email: _____ Phone #: _____

AUDIT ENROLLMENT

Course ID # (ENGL-101)	Section # (4-digits)	Units	Instructor Name

Reason for auditing: _____

Rules and regulations for course auditing:

1. Priority in class enrollment shall be given to students taking the course for credit; therefore, enrollment for audit may only be submitted during the second and third week of the class.
2. Auditing of a course is at the discretion and permission of the college and the instructor and should have no impact on enrollment capacity.
3. Refer to the current college catalog for fees associated with audit registration. Audit fees are not covered by Financial Aid. [Mt. San Jacinto College Catalog | Mt. San Jacinto College \(msjc.edu\)](#)
4. Once audit enrollment is completed, no student will be permitted to change his/her enrollment to receive credit or to reverse to audit.
5. The college will maintain no attendance or transcript record for this course.
6. No refunds will be made for student withdrawals unless the college cancels a course.
7. Rules and regulations pertaining to the credit students are applicable to the auditing student except tests and grade responsibility.

I have read and fully understand the rules and regulations for auditing a course:

Student Signature *Date*

Instructor Signature *Date*

Dean of Instruction *Date*