



CLASS AUDIT REQUEST

Date: _____ NU ID Number: _____ Term: _____

Please Print: _____
Last Name First Middle

Class Name (e.g. Intro to Psychology)	Department (e.g. Psyc)	Course Number (e.g. 1010)	Section Number (e.g. 001)

My signature below indicates that I have read and understand the policies and procedures governing auditing a class.

Instructor Signature Date

Student Signature Date

Audit Registration Policies and Procedures

1. If auditing more than one class a semester, please complete a separate form for each class.
2. Students may register to audit a class on or after the first day of the semester. Audit students may not participate in recitation, turn in papers, or take examinations.
3. Academic credit is not awarded for audited classes nor do they apply in counting hours for full-or half-time status.
4. FOREIGN LANGUAGE AND PHYSICAL EDUCATION ACTIVITY CLASSES CANNOT BE TAKEN ON AN AUDIT BASIS or those involving individual instruction, discussions, labs, music lessons, etc.
5. Audit registration is subject to available class space and requires the written permission of the instructor.
6. Audit tuition is one-half of the applicable resident undergraduate or graduate tuition rate only during the 100% refund period.
7. Audit enrollments are assessed the same student fees as credit enrollments. Likewise, audits are refunded at the same rate as credit enrollments.
8. **Students who register to take a class for credit and change to audit after the first week of class will be required to pay full applicable tuition rates.**
9. The last day to audit a class is on the last day to withdraw. Go to <http://registrar.unomaha.edu/calendar> for refund and withdrawal dates.
10. Please return the completed form to the Office of the University Registrar, Eppley 105.

