



Application for Course Audit

California Educational Code, Section 76370 states the governing board of a community college district may authorize a person to audit a community college course and may charge that person a fee pursuant to this section.

- If a fee for auditing is charged, it shall not exceed fifteen dollars (\$15) per unit, per semester. The governing board shall proportionately adjust the amount of fee for term lengths based upon a quarter system or other alternative system approved pursuant to regulations of the board of governors, and shall also proportionately adjust the amount of the fee for summer sessions, intersession, and other short- term courses. In making these adjustments, the governing board may round the per unit fee and the per term or per session fee to the nearest dollar.
- Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged a fee to audit three or fewer semester units per semester.
- Students wishing to audit a course must have taken and passed the course and met the repetition limit.
- No student auditing a course shall be permitted to change his or her enrollment in that course to receive credit for the course.
- Priority in a class enrollment shall be given to students desiring to take the course for credit towards a degree or certificate.
- Classroom attendance or students auditing a course shall not be included in computing the apportionment due to a community college district.

STEPS & REQUIREMENTS TO COMPLETE COURSE AUDIT FORM:

1. Student completes the STUDENT portion of the form. Student emails the form from their student email to Admissions & Records to complete the eligibility section of the form. Students must wait until the first day of class to initiate a course audit. A&R forwards form to the instructor.
2. Instructor completes the INSTRUCTOR portion of the form. Requires Instructor's signature. Instructor forwards the signed form to their dean.
3. If the audit section has been approved by the dean, the Division office will create an audit course and the dean will sign their approval. Requires dean's signature. The Division office forwards the approved form to the Business office for fees to be assigned. The Division contacts the student via their student email if the application is denied.
4. The Business office contacts the student for payment. **Please note:** there may be additional fees once student is enrolled in the class. Students enrolled in ten or more units at the time enrollment occurs will not be assessed the \$15 per unit fee up to 3 units. Audit students may not attend class until fees have been processed. The California Community College Promise Grant cannot be applied to Course Audit classes.
5. The Business office forwards the completed form to Admissions & Records for final processing. A&R emails the student to let them know that they have been added to the audit section.
6. Student acknowledges that there will be no records kept with Columbia College of their attendance in courses they audit. Students who audit classes will not receive units or grades for the class(es) they audit.
7. Student agrees to indemnify and hold the Yosemite Community College District harmless from all losses, claims, actions, damages or liabilities associated with auditing classes.



Application for Course Audit

This form needs to be completed using the free Adobe computer or phone app so that other users can complete and sign it. Student-please complete the student section and email to ccadmissions@yosemite.edu to begin processing.

To be completed by the STUDENT:

Today's Date: _____
Last Name: _____ First Name: _____ Middle Initial: _____
Student ID:w _____ Birthdate: _____ Phone: _____
Course Name: _____ Course Section Number: _____ Semester & Year: _____
Student Signature: _____ Date: _____

To be completed & signed by the ADMISSIONS & RECORDS office:

Section #: _____ *Student is eligible to enroll in above listed course as an auditor.* Units: _____
Admissions & Records Staff Signature: _____ Date: _____

To be completed & signed by the INSTRUCTOR:

I certify that all regularly enrolled and wait listed students have been seated and agree to admit this student for audit purposes. Students auditing classes will not be seated in the class(es) they audit until after the first day of class.

Instructor Signature: _____ Date: _____

To be completed & signed by the DIVISION office:

Approved: Denied: Audit Class Synonym #: _____
Division Dean Signature: _____ Date: _____

Reason (if denied):

To be completed & signed by the BUSINESS office:

At the time of this fee determination, this student is enrolled in _____ units at Columbia College. Student has paid all necessary fees. **Please note: Additional fees may be assessed at the time of enrollment.**

Class Fee: \$15.00 x _____ units = \$ _____ Approved by: _____ Date: _____

AFTER ALL SIGNATURES HAVE BEEN OBTAINED AND ALL FEES HAVE BEEN PAID, STUDENT MUST RETURN THIS FORM TO THE ADMISSIONS & RECORDS OFFICE FOR ENROLLMENT IN THE AUDIT COURSE:

ADMISSIONS & RECORDS OFFICE USE ONLY

A&R Staff Signature: _____ Date: _____