



The College of William and Mary
Office of the University Registrar
PO Box 8795
Williamsburg, VA 23187-8795
(757)221-2800 Fax: (757) 221-2151
registrar@wm.edu

AUDITOR APPLICATION AND REGISTRATION

GUIDELINES: *This form is to be used by non degree-seeking students who wish to audit classes.*

Tuition: Audited courses are subject to the same tuition and fees that apply to those courses taken for credit. Tuition may be waived for spouses of full time faculty members.

Grades: Grades for courses that are audited will become part of the student's permanent academic record and will appear on the William and Mary transcript. The instructor will assign a grade of "O" for a successful audit and a grade of "U" for an unsuccessful audit. Grading requirements are determined by the individual instructor. Students who stop attending and fail to withdraw officially, will receive a grade of "U"

INSTRUCTIONS: ***Permission to audit should only be granted after degree-seeking students have been registered.

1. Complete the Student Information and the Course Information portions of this form.

Per § 23-2.2:1 of the Code of Virginia and the regulations thereunder, every institution of higher education located in Virginia is required to provide to the State Police the name, address, and other directory information of each student who enrolls with the institution. The intent of this law is to ensure compliance with the requirement under Virginia law for certain individuals to register with local law enforcement.

The College of William and Mary request SSN to comply with federal law regarding tuition payment reporting and also to facilitate matching of student records.

2. Complete an Application for VA In-State Tuition Privileges if you believe you are entitled to in-state tuition.
3. Obtain the instructor's signature. If you are a Faculty spouse you must also obtain spouse department verification from the HR department.
4. Submit completed form to the Office of the University Registrar during the non-degree seeking student registration period

(Non-Degree seeking students may NOT register until the degree seeking student registration period begins).

This form must be turned in no later than the last day of the posted add/drop period for the semester.

Please see academic calendar at www.wm.edu/registrar for registration dates and information.

SECTION A

STUDENT INFORMATION

Name (Last) (First) (MI) 930#
Student ID # (providing SSN helps us match this form to your records)

Address City State Zip

() Sex: Male Female Date of Birth: / /
Phone # Month / Day / Year

E-Mail: @ Citizenship: U.S. Citizen Non-U.S. Citizen Permanent Resident

(List Country of Citizenship/Visa status)

Ethnicity: (Optional) Hispanic or Latino Not Hispanic or Latino

Race: (Optional)
 American Indian or Alaska Native Asian Black Native Hawaiian or Other Pacific Islander White

Faculty Spouse Tuition Waiver: Spouse's Name Spouse's Department

I hereby certify that the information I have provided is true and complete to the best of my knowledge. I agree to abide by the student regulations and the Honor Code of The College of William and Mary while I am enrolled. I understand that I am responsible for paying for the course(s) that I am enrolled in and any other financial obligations-or fees related to the course(s).

Student Signature: Date:

SECTION B

COURSE INFORMATION

***** INSTRUCTOR USE ONLY *****

Course Reference Number (CRN)	Course ID (Department, Course number, Section)	# Credit Hrs	Class Day(s) & Time(s)	Instructor's Name	Instructor's Signature (Required for auditors)	Closed Class Override Yes or No**

**This box MUST be marked (Y) for registration into a closed course (maximum capacity has been reached). Permission to audit does NOT automatically grant permission to enter a class that has reached its enrollment maximum.

*****OFFICE USE ONLY*****

Processed by: Initials Date Domicile Received: YES NO Copy to Bursar for Tuition Waiver: Initials Date

HR/Faculty Spouse Department: Initials Date

Rev: 05/2009