



# NON DEGREE SEEKING AUDITOR REGISTRATION FORM

**GUIDELINES:** *This form is to be used by non degree-seeking students who wish to audit classes. A non-degree seeking application must also be submitted. Senior citizens should complete Senior Citizen Tuition Exemption and Registration form.*

1. **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.
2. **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 officially withdraw will receive a grade of "U"

**INSTRUCTIONS:** *Permission to audit should be granted only 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 requests 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. Submit completed form to the Office of the University Registrar during the non-degree student registration period. For registration dates and information, please see the academic calendar at [www.wm.edu/registrar](http://www.wm.edu/registrar). Non-degree seeking applicants admitted to the College may not register until the first day of classes for the fall and spring terms and must therefore be flexible with course selection. This form must be submitted no later than the last day of the posted add/drop period for the semester.

## SECTION A

## STUDENT INFORMATION

Name : \_\_\_\_\_  
(Last) (First) (MI)

93# \_\_\_\_\_  
Student ID # (providing SSN helps us match this form to your records)

Semester / Year: \_\_\_\_\_

Course Level: \_\_\_\_\_ Undergraduate \_\_\_\_\_ Graduate (Arts & Sciences)

Phone # (\_\_\_\_) \_\_\_\_\_

E-Mail: \_\_\_\_\_@\_\_\_\_\_

*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

Course Reference Number (CRN)	Course ID <i>(Department, Course number, Section)</i>	Credit Hours	Class Day(s) & Time(s)	Instructor's Name	Instructor's Signature <i>(Required for auditors)</i>	Closed Class Override **

**\*\* This box MUST be marked (Y) for registration into a closed course. 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* \_\_\_\_\_ Grade mode changed to A: \_\_\_\_\_ Status Code Changed to RE: \_\_\_\_\_