William & Mary
Office of the University Registrar
Blow Memorial Hall Room 240
PO Box 8795
Williamsburg, VA 23187-8795
(757)221-2800 Fax: (757) 221-2151
registrar@wm.edu

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. **Grades:** Grades for audited courses will become part of the student's permanent academic record and will appear on the University 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.
2. **Obtain the instructor's signature**
   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. Non-degree seeking applicants admitted to the University 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 : _____ **93#**_____
(Last) (First) (MI) **Student ID # (providing SSN helps us match this form to your records)**

Semester / Year: _____ **Course Level**: _____ Undergraduate _____ Graduate (Arts & Sciences)

Phone # (_____)_____ **Current E-Mail Address:** _____@_____

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 William & 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 (Department, Course Number, Section)	Credit Hrs.	Class Day(s) & Time(s)	Instructor's Name	Instructor's Signature *(Required for auditors and courses with Instructor permission ONLY)*	Closed Course Override *** Instructor's Initials required if granted*

**** Permission to audit does NOT automatically grant permission to enter a closed course. This box MUST be initialed by the professor for registration into a closed course (maximum capacity has been reached).**

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

Processed by: *Initials* _____ *Date* _____ Grade mode changed to A: _____ Status Code Changed to RE: _____

Attached to NDS App: *Initials* _____ *Date* _____ Email sent to student confirming registration: *Initials* _____ *Date* _____

Revised:04/2020