

**ILLINOIS STATE UNIVERSITY
Office of the University Registrar**

Request for Auditor Registration

An auditor does not participate in the activity of the class but is expected to attend regularly. A student may register as an auditor in a class or classes if space is available. An Audit (AU) designation will appear on the student’s transcript when the instructor certifies that the student has attended the class on a regular basis. If the student has not attended regularly, a WX will be recorded on the transcript after the instructor has notified the Registrar’s Office in writing that the student has not attended regularly.

To audit, a student may download this form or obtain a copy from the Registrar Service Center, have the instructor sign it, and present the form at the Registrar Service Center, 107 Moulton Hall. Students must register to audit a course by the tenth day of classes in the semester, with any exception having the approval of the chairperson of the department or director of the school in which the course is offered and the University Registrar. Auditing a course will be charged at the same rate of tuition and fees for each student as their courses taken for credit; see the section on Costs in the *Undergraduate Catalog*. Audited courses are not considered part of the student’s total load.

Return form to 107 Moulton Hall.

*****Student must present a photo ID when returning this form.*****

AUDITOR REGISTRATION

Student Name (please print):

_____ Last _____ First _____ Middle

University ID Number* - - _____

The above student has my permission to audit the following course. The student understands the University policy which states “an auditor does not participate in the activity of the class but is expected to attend regularly. A student may register as an auditor in a class or classes if space is available.” Also, the student’s status in the course may not be later changed to a credit basis.

_____ Dept. _____ Course _____ Section _____ Semester Hrs. _____ Session

_____ Student Signature _____ Date

_____ Instructor Signature _____ Date

*The University Identification Number (UID) is requested as the best and most effective way to uniquely identify you for the purpose of accurately processing and maintaining your educational records. This number is used as the student identification number and is restricted to internal University use. For any reports required by the Federal or State Government, and for the following: matching admission applications with ACT or GRE scores, matching admission status with financial aid, and for providing loan verification, we must use your social security number. For additional information or limited access of your social security number and/or UID, please notify the Office of the University Registrar, Campus Box 2202, Normal, IL 61790-2202 or (309) 438-2188.