



SAN MATEO COUNTY  
COMMUNITY COLLEGE DISTRICT

SMCCCD

# AUDIT REQUEST

## Check Appropriate College

Admissions  
Cañada College  
4200 Farm Hill Boulevard  
Redwood City, CA 94061  
Phone: (650) 306-3226  
Fax: (650) 306-3113

Admissions  
College of San Mateo  
1700 West Hillsdale Blvd.  
San Mateo, CA 94402  
Phone: (650) 574-6165  
Fax: (650) 574-6506

Admissions  
Skyline College  
3300 College Drive  
San Bruno, CA 94066  
Phone: (650) 738-4251  
Fax: (650) 738-4200

Student's ID# G: \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Semester (please check the appropriate semester):      Spring      Summer      Fall      Year: \_\_\_\_\_

CRN	COURSE NAME	COURSE NUMBER	COURSE SECTION	# OF UNITS
81348	Elementary Algebra	MATH 110	AA	5.0

### Audit Policy

The San Mateo County Community College District allows auditing of courses with the exception of courses in programs that require special preparation and/or programs where admissions is on a limited basis. A student may audit a course only under the following circumstances.

- The student must have previously enrolled for credit for the maximum number of times allowed for the particular course.
- The instructor of record for the course must approve the enrollment as an auditor (see below).
- The student must be in academic good standing to audit any course.
- If the course is a variable unit class, the student must enroll as an auditor for the maximum number of units available.
- The student must enroll as an auditor immediately following the **published late registration** period and pay the auditing fee.

**A student enrolls as an auditor the week after the late registration period is concluded** because those students taking the course for credit have first priority for all classroom space. Enrollment as an AUDITOR is a manual process and must be completed at the Office of Admissions and Records within the week after the close of the late registration period. No student auditing a course shall be permitted to change his or her enrollment to receive credit for the course. An auditing fee, as established by California Educational Code, is payable at the time of enrollment as an auditor, with the exception of student enrolled in ten (10) or more semester units in the San Mateo County Community College District. **NOTE: The California College Promise Grant (CCPG) will not cover the fee for an audit class.**

**Submit this completed form to Office of Admissions and Records.**

**Please print one form for each course.  
Audit Request & Enrollment Verification**

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE TO INSTRUCTOR:** The student must present to you proof of enrollment as an auditor at the next class meeting. Any student who is not officially enrolled as a regular student or as an auditor cannot be sitting in the classroom.

Faculty Print Name: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Below

Received by Staff: \_\_\_\_\_ Date: \_\_\_\_\_

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_