



Enrollment Management and Services
 Department of Registration & Records
 registrar.ncsu.edu

Campus Box 7313
 1000 Harris Hall
 Raleigh, NC 27695-7313

P: 919.515.2572
 F: 919.515.2376
 E: studentservices@ncsu.edu

AUDIT REQUEST FORM

IMPORTANT INFORMATION

University Regulation 02.20.4 (<http://policies.ncsu.edu/regulation/reg-02-20-04>) requires students wishing to audit a class to obtain permission of their adviser and the department offering the class.

Undergraduate Students can use this form to:

- Add a class for Audit, before the last day to enroll.
- Change a class to Audit before the last day to drop. NOTE: If this change will drop the student below full-time status, it will require the Dean's signature.
- Add or change a course to audit after census. NOTE: Requires signature of the Dean.

NOTE: A Schedule Revision Form is required, instead of this form, for audit requests by Graduate Students.

NAME _____		ID NUMBER _____	
Last	First	MI	
SEMESTER/YEAR _____			
Fall, Spring, or SSI/ SSII			
<input type="checkbox"/> Add course for Audit		<input type="checkbox"/> Change course to Audit	
COURSE ABBR.:	COURSE NUMBER:	SECTION NUMBER:	CREDIT HOURS:

Student's Signature: _____ Date _____

Adviser Approval – Approval of the student's adviser

Name (printed): _____

Signature: _____ Date _____

Department Approval - Approval of the department offering the class

Name (printed): _____

Signature: _____ Date _____

Dean's Approval - Approval of the Dean of the student's college.

** All audit requests for courses in the Poole College of Management **also** require authorization from the Dean of PCOM.

Name (printed): _____

Signature: _____ Date _____

***Completed forms should be delivered to Registration and Records in 1000 Harris Hall for processing.**