

Victor Valley College
Admissions and Records Office
COURSE AUDIT FORM

Student Name _____
Last First MI

Student ID# _____

Address _____

Phone No. _____

City _____

State _____

Zip Code _____

STUDENTS **MUST** attend first day of class and instructor **MUST** sign audit form allowing student to attend the class. Submit this form immediately to the Admissions and Records Office for processing. (Refer to back of this form for auditing provisions.)

Fall Winter Spring Summer Year 20_____

Course Title _____ Section No. _____ Number of Units _____

PERMISSION TO AUDIT A COMMUNITY COLLEGE COURSE

Instructor's Signature

Instructor's Name (Please Print)

Date

Student Signature

Date

Received by: _____

Date _____

Victor Valley College
AUDITING OF COURSES

The Board of Trustees authorizes the superintendent/president to develop procedures to allow students to audit credit courses at Victor Valley College. These procedures are to include the following provisions:

1. Students enrolled in up to 10 units will be charged the maximum audit fee allowed by the Education Code.
2. Students enrolled in ten or more semester units will be permitted to audit up to 3 units at no charge.
3. Students auditing courses cannot change their enrollment status to receive credit for those courses.
4. Priority in class enrollment shall be given to students desiring to take courses for credit toward degree or certificate completion.
5. Attendance of students auditing courses will not be computed for apportionment purposes.
6. Students auditing courses must meet course prerequisites and matriculation requirements.
7. Courses in which students may audit are to be identified through the curriculum development and approval process.
8. The auditing fee may be waived for retired staff members who wish to enroll in college classes.
9. Students must attend first day of class and instructor must sign audit form allowing student to attend the class.