

INSTRUCTIONS FOR AUDITORS

1. Auditing requires the written permission of the instructor and is on a space-available basis. Physical education activities, private music classes, choir, theater production courses, theater practicums, lab courses, independent studies, internships, SPST 124: First Aid and ENG 212: Fiction Workshop cannot be audited.
2. Auditors are not issued student ID's and have no access to copying/printing accounts or Guilford College online resources like email, Canvas and BannerWeb accounts.
3. The earliest date you may register for an audit is the first day of class. The deadline for registering is the last day to add a class (see the College calendar).
4. To register:
 - a. Obtain and fill out a Registration Form from the Center for Continuing Education in New Garden Hall. Be sure to check the Auditor box and indicate credit hours as zero.
 - b. Take the Registration Form with you to the first day of class and request the instructor's approval to audit. The instructor must sign your Registration Form to show you have received approval.
 - c. If the instructor approves the audit, take the form to the department chair and request their approval as well. The department chair must sign the registration form to show approval.
 - d. Turn in the completed Registration Form at the Registrar's Office in the basement of New Garden Hall.
 - e. Pay for the course at the Student Accounts office, also in the basement of New Garden Hall. The tuition is \$105 per credit hour or \$420 per four-credit audited course. If you are a Senior Citizen (at least 60 years old) the tuition is only \$50 per course. There is an additional \$80 parking fee for all auditors. Tuition and fees for auditing are non-refundable.
 - f. Go to the Department of Security in Bauman Telecommunications Center for your temporary parking pass. Take your license plate number for your car with you. The best time of day to obtain a permit is between 8:30 am and noon, but the office is open until 5:00 pm.