

GUILFORD

COLLEGE

CENTER *for* CONTINUING EDUCATION

INSTRUCTIONS FOR AUDITORS

1. Auditing requires the written permission of the instructor and is on a space-available basis. Studio art courses, physical education activities, private music classes, choir, theater production courses, theater practicums, lab courses, independent studies, internships, SPST 142: 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. Turn in the completed Registration Form at the Registrar's office in the basement of New Garden Hall.
 - d. Pay for the course. Student Accounts is in the Registrar's office. The tuition is \$110 per credit hour or \$440 per four-credit audited course. If you are a Senior Citizen (at least 60 years old) the tuition is only \$50 per course. **Tuition and fees for auditing are non-refundable.**
 - e. Go to the Public Safety Department in Bauman Telecommunications Center for your parking permit. Take your license plate number for your car with you.

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04/18/2017