University of Regina

UNDERGRADUATE AUDIT REGISTRATION

Y	E	A	R	Fall (Sept. - Dec.)
Y	E	A	R	Winter (Jan. - Apr.)
Y	E	A	R	Spring/Summer (May - Aug.)

STUDENT ID NUMBER

			-				-			

STUDENT INFORMATION

Last or family name | First Name | Middle Initial

Previous Names (if applicable)

Current mailing address - Apartment #, Street, Box #

City / Town | Province | Postal Code

☐ Check here if this is an address change. | Effective date DD - MON - YEAR

☐ Mr. ☐ Ms. ☐ Mrs. ☐ Other _____

Home phone ( ) | Cell phone ( )

Business phone ( ) | Fax ( ) Home Work

E-mail

Social Insurance Number

Date of Birth
DD - MON - YEAR

☐ Senior Citizen(65+)

☐ Canadian Citizen
☐ Permanent Resident
☐ Study Permit
☐ Visitor/Tourist Visa
☐ Visiting Scholar

Gender
☐ Male ☐ Female

▶ Student's Signature _____ DD - MON- YEAR Date Signed

AUDIT REGULATIONS AND PROCEDURES

Auditors may attend lectures, but may otherwise participate in classes only to the extent permitted by the instructor. Once registered, students appear on the list, and the audited course appears on their University transcript with a grade of AU. Students who formally withdraw or cease attending receive a grade of AW; those who formally withdraw may be eligible for a refund of tuition. **NOTE: If you have been required to discontinue, you are NOT eligible to audit any course(s).**

1. No earlier than the last business day before lectures begin, complete this form and take it to the instructor(s) to have each course audit registration approved (signed) in the space provided. Ensure you understand the extent to which you will be allowed to participate.
2. Undergraduate students wanting to register for audit in a graduate level course must have the permission of Faculty of Graduate Studies & Research.
3. Before you may attend the course, you must return this form to the Registrar's Office for processing.
4. The deadline to change from ***credit*** to ***audit*** is the last day to add courses. This change must be made at the Registrar's Office. or at the Faculty of Graduate Studies and Research if you are a graduate student.
5. The deadline to change from ***audit*** to ***credit*** (if you are eligible) is the last day to add courses without faculty permission. This change must be made at your faculty or college office using a registration form.
6. Registration in a lab or seminar requires the written approval of the instructor on this form.

REGISTRATION INFORMATION (ADDS, DROPS and CHANGES FROM CREDIT TO AUDIT) - Do not write in shaded areas

Registration Status: YA = Audit Registration, YW = Audit Withdrawal ↘

Add [A] Drop [D] Chg [C]	CRN	Subject	Course Number	Section	POT	Days & Times	Instructor Approval	Cr Hrs (0.00)	Reg'n Status

FOR OFFICE USE ONLY

Audit Form received by: ☐ In Person ☐ E-mail ☐ Fax ☐ Mail ☐ Phone Date received: DD - MON - YEAR

General Student Record: ☐ Created ☐ Existed ☐ RA hold lifted then re-applied ☐ Visiting Scholar documentation received and copy sent to FS

*** Change of Audit status:** ☐ Drop Period 1 (100%) ☐ Drop Period 2 or later ☐ Re-enrolled for audit ☐ Change from Credit to Audit
☐ Change Audit to Credit-refer to audit manual for details-an audit withdrawal (R.0.) & credit registration (Fac/Coll) are required.

Distribution: ☐ *** All Audit changes must be reviewed by Records Division**

FOR USE BY THE RECORDS DIVISION, REGISTRAR'S OFFICE ONLY

GRADE CHANGE (Administrative change of Auto Grade for audit changes including drops, re-enrolled and/or changes to or from credit).

CRN	Subject	Course Number	Section	Credit Hours	SFAREGS Crs Status	SHAINST Orig Grade	SHAINST Revised Grd	Change Reason	Advised Instrutor Grd Chg is Required
									☐ Yes ☐ No
									☐ Yes ☐ No