



**INSTRUCTIONS & FORM**

Audit students are those who desire to attend class(es) without receiving academic credit. Regular tuition and fees are assessed for Audit registration. Audit registration is on a space-available basis at the prescribed time of Registration or at any time during Late Registration and Drop/Swap and Add week. You may not register for courses which you will audit prior to the prescribed time; audit requests for students who register prior to this registration time will be denied.

1. Submit a standard "Application for Admission" to the Undergraduate Admissions or Graduate Studies office as appropriate. You must be admitted to UCF as either a degree-seeking or non-degree seeking student to audit UCF courses;
2. Complete the form below. You must obtain the instructor's signature for **each** course which you intend to audit;
3. Register for courses through myUCF at <https://my.ucf.edu>. Audit registration is on a space-available basis at the prescribed time of Registration or at any time during Late Registration and Drop/Swap and Add week. You **may not** register for courses which you will audit prior to the prescribed time; audit requests for students who register prior to this registration time will be denied. Consult the "Academic Calendar" within the appropriate term's on-line Web Enrollment Guide for the Audit Registration day and time. You must be registered in at least one course, either for credit or audit, by the close of Registration and before the start of Drop/Swap and Add week to avoid the \$100 Late Registration fee.
4. You **must** submit the completed "Audit Registration Form" to the Registrar's Office by the last day of Late Registration and Drop/Swap and Add week for that term.

**Note:** Students may not change to audit status after the last day of Late Registration and Drop/Swap and Add week, but must remain in the course or withdraw through normal withdrawal procedures. Regular tuition and fees are assessed for audit registration. For each audited course, the University will record a grade of "X" ("non credit") upon the student's academic record.

UCFID \_\_\_\_\_ Name (First, Middle, Last) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Are you a Florida Resident?  YES  NO      Have you registered for any other courses this term?  YES  NO

Code	Course Description			Approval	
Reg Key	Alpha Prefix	Course Number	Section	Hours	Instructor's Signature

**SIGNATURE**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**REGISTRAR'S OFFICE USE ONLY**

Processed By _____	Date _____
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