Auditing a Course at Merced College

California Educational Code, Section 76370 states the governing board of a community college district may authorize a person to audit a community college course and may charge that person a fee pursuant to this section.

• A course may be audited one time
• If a fee for auditing is charged, it shall not exceed fifteen dollars ($15) per unit, per semester.
• Students enrolled in ten or more units at the time enrollment occurs will not be assessed the $15 per unit fee for up to 3 units.
• No student auditing a course shall be permitted to change his or her enrollment in that course to receive credit for the course.
• Priority in a class enrollment shall be given to students desiring to take the course for credit towards a degree or certificate
• Classroom attendance or students auditing a course shall not be included in computing the apportionment due to a community college district.

STEPS TO COMPLETE COURSE AUDIT FORM SUCCESSFULLY:

• Student requests and completes the STUDENT portion of the form.
• Admissions and Records completes the eligibility section of the form.
• Student takes the form to the appropriate instructor to complete the INSTRUCTOR portion of the form. Requires Instructor's signature.
• Student submits the completed form with the appropriate signatures to studentfees_custsvc@mccd.edu for payment. Please note: there may be additional fees once student is enrolled in the class
• Student submits the completed form to **Admissions@mccd.edu** for final processing.
• Students approved for audit must provide their instructor with a copy of the completed audit form. This is the instructor's verification that the student may attend the class as an audit student.

LIMITATIONS TO AUDITING COURSES:

• Students must wait until the first day of classes to process an Application for Course Audit.
• Students who audit classes will not receive units or grades for the class they audit.
• Students who audit but are not enrolled in at least one other credit class may **NOT** receive a student ID card, Student Parking Pass, use other services such as Library book check-out, Bookstore check cashing, and computer lab equipment.
• Audit students may not attend class until fees have been processed.
• Fee Waiver cannot be applied to Course Audit classes.
• Student agrees to indemnity and holds the Merced Community College District harmless from all losses, claims, actions, damages or liabilities associated with auditing classes.

☐ Spring	☐ 2023
☐ Summer	☐ 2024
☐ Fall	☐ 2025

Application for Course Audit

Submit completed form to Admissions@mccd.edu

To be completed and signed by the STUDENT:

Today's Date:_____ Student ID#:_____ Phone#:_____

First Name:_____ Middle Initial:_____ Last Name:_____

Course Name and Section Number you wish to audit: _____Course Units_____

Student Signature:_____ Date: _____

By signing the student agrees to indemnity and holds the Merced Community College District harmless from all losses, claims, actions, damages or liabilities associated with auditing classes.

To be completed and signed by the Admissions and Records Office:

☐ YES ☐ NO   Student has met the registration requirements and is eligible to enroll in the course listed above.
(Student has current application/ is not currently enrolled in requested course at Merced College)

Admissions and Records Staff Signature: _____ Date: _____

To be completed by Instructor:

I certify that all regularly enrolled and waitlisted students have been seated and agree to admit this student for audit purposes. Students wishing to audit classes will not be given permission to add in the class they want to audit until after the first day of the class.

Instructor Signature: _____ Date: _____

STUDENT MUST PROVIDE A COPY OF THIS COMPLETED DOCUMENT TO THE INSTRUCTOR OF THE COURSE

To be completed by the Student Fees Office:

☐ Student is enrolled in less than 10 units at Merced College.
☐ Student is enrolled in 10 or more units and will not be charged an audit fee for up to 3 units.

Course Fee: $15.00 x _____units = $_____

Receipt # _____   Date: _____   Fees Staff Initials: _____

AFTER ALL SIGNATURES HAVE BEEN OBTAINED AND ALL FEES HAVE BEEN PAID, STUDENT MUST RETURN THIS FORM IN PERSON TO THE ADMISSIONS AND RECORDS OFFICE PRIOR TO ATTENDANCE IN THIS COURSE

I verify that student has submitted completed Audit form

Admissions and Records Staff Signature: _____ Date: _____

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