

# University of Hawai`i at Hilo

## AUDITOR'S FORM

### To Student:

- **No credit** is given to a student who audits a course
- Auditors pay the **same tuition & fees** as students enrolled for credit
- If not a currently enrolled student, you will need to complete an Admissions Application
- Audit forms will be collected by the Office of the Registrar beginning **the first day of instruction**
- **Registration** (add/drop) of an audit course is **only done** by the Office of the Registrar
- If registration in course currently exists, **course will not be changed to audit**

### 1. Complete the information below:

Semester:  Fall  Spring  Summer Year: \_\_\_\_\_

Name: \_\_\_\_\_ Student ID No. \_\_\_\_\_  
(Print) (Last) (First) (M.I)

Email: \_\_\_\_\_@hawaii.edu Phone #: \_\_\_\_\_

\_\_\_\_\_ CRN \_\_\_\_\_ Course Alpha & No \_\_\_\_\_ Section No \_\_\_\_\_ Credit Hours \_\_\_\_\_

Student Signature: \_\_\_\_\_

### 2. Obtain instructor permission to take course as an auditor:

### To Instructor:

- **No credit** is given to a student who is auditing a course.
- Auditors **do not** take course exams.

*The above student has my permission to audit the course listed above.*

Instructor's Name: \_\_\_\_\_ Email: \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**3. Take this form to the Office of the Registrar:** Copy to Student: \_\_\_\_\_

SFAREGS: \_\_\_\_\_ AUDIT MODE: \_\_\_\_\_ By: \_\_\_\_\_ C: Audit File

**4. Pay appropriate tuition & fees at the UH Hilo Business Office.**