



Office of the Registrar / 200 West Kawili St. Hilo, HI 96720-4091 / Student Services Center, First Floor Rm 101 / Phone: (808) 932-7447 / Fax: (808) 932-7448 / E-mail: uhhro@hawaii.edu

Auditing Information:

- No credit is given to a student who audits a course
- Auditors pay the same tuition and 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 in an audit course is based on seat availability
- Registration (add/drop) of an audit course can only be done by the Office of the Registrar
- **Deadline** to submit is the Friday of the 3rd week of instruction for Fall & Spring (varies for Summer)

SECTION I: Student & Course Information:

Name: _____ Student ID: _____
Last First MI

Email: _____@hawaii.edu Phone: _____

Semester: Fall Spring Year: 20_____

_____ CRN Course alpha & number Credits

Student signature: _____ Date: _____

SECTION II: Instructor's permission to audit course:

The above student has my permission to audit the course listed above. I understand that no credit is given to an auditor and auditors do not take exams.

Instructor's name: _____ Email: _____@hawaii.edu

Instructor's signature: _____ Date: _____

SECTION III: Submit to Office of the Registrar:

- SSASECT SFAREGS SSASECT
- Uncheck voice response Check voice response
- Grade Mode: A Grade Mode: G

Initials: _____ Date: _____

SECTION IV: Pay tuition & fees at UH Hilo Cahier's Office or online via MyUH