

# Permission to Audit and/or Change of Audit/Credit Status

This form is intended only for students who register using PAWS. Consult with your College if you do not register using PAWS.

**Note:** Registration as an audit student is not allowed prior to the start of classes.

## Student Information (Please Print)

Last Name		First Name		Middle Name(s)
Student Number		Tel:	E-mail	

## Request (Check all that apply)

Permission to Audit a Class (if "Audit Allowed with Permission" is listed in Class Search). If permission is not required, this form is not needed. Go directly to Student Central to be registered.

Changing from Audit to Credit status (Students may change from audit to credit prior to the withdrawal deadline in a term and will be assessed the full tuition cost. A \$35 fee applies if this change is requested after the deadline for registration changes.)

Changing from Credit to Audit status. (Changes from credit to audit status must be made before the withdrawal deadline.)

## Class(es) for which above action is to be taken: (all fields need to be completed)

Course Reference Number (CRN)	Subject	Number	Section	Credit Units	Term	Lab/Tutorials

### Step 1: Have the Instructor of the class sign and date below

Instructor's Name	Instructor's Signature	Date (mm/dd/yyyy)
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### Step 2: Have the Department Head sign and date below

Department Head or Designate's Name	Department Head or Designate's Signature	Date (mm/dd/yyyy)
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**Step 3: ONLY IF A PERMISSION IS REQUIRED** for exceeding the enrolment limit and/or for an override of a class restriction. Take this form to the Departmental Office to have the correct permit(s) placed on your record in the system. If not, go directly to step 4.

Departmental use only: Initial each permission entered into system and date.

Limit	Permission	Restrict	Date (mm/dd/yyyy)
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### Step 4: Submit the completed form to Student Central to be registered in the class.

## Declaration

I understand that I am responsible for all fees assessed due to the above.

Student's Signature	Date
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FOR OFFICE USE ONLY	
Entered by	
Date	

## Student Central