GRINNELL COLLEGE

AUDIT REGISTRATION FORM for NON-DEGREE SEEKING STUDENTS

This form is for Non-Degree Seeking Students wishing to audit Grinnell College courses.

Return completed form

- **in person** to the Office of the Registrar, ground floor of the John Chrystal Center
- **by fax** to 641-269-4937
- **scanned and emailed** to registrar@grinnell.edu
- **by mail** to Grinnell College, Office of the Registrar, Grinnell, IA 50112

Phone requests not accepted. Contact the Office of the Registrar at registrar@grinnell.edu or 641-269-3450 with questions.

Student Information (*all information required - please print*):

Name (*last, first, middle*):_____

Address (*street, city, state, zip)*_____

Email:_____

Home Phone: _____ Cell Phone:_____

Date of Birth (*month, day, year*):_____ Sex: Female Male

Status: ☐ I have never taken a course nor applied for admission at Grinnell College.
I have taken a course or applied for admission at Grinnell College.
If enrolled under a different name, what name? _____

I request to audit the following course: *(select one)*: Fall Spring Year:_____

Course Title:			
Registration ID Number: *(e.g. 76243, 76772, 77832, etc.)*	Subject Code: *(e.g. ENG, FRN, PSY, etc.)*	Course Number: *(e.g. 101, 212, 315, etc.)*	Section Code: *(e.g. 01, 02, 03, etc.)*

I have read, understand, and agree to the expectations and requirements detailed in the Audit Registration Form Instructions:

Student Signature:_____ Date:_____

I approve this student's request to audit my course:

Instructor Signature:_____ Date:_____

GRINNELL COLLEGE

AUDIT REGISTRATION INSTRUCTIONS for NON-DEGREE SEEKING STUDENTS

Your signature on the preceding form indicates that you have *read, understand, and agree* to the requirements and guidelines detailed on this instruction page for non-degree seeking students requesting to audit Grinnell College courses.

Contact the Office of the Registrar at 641-269-3450 or registrar@grinnell.edu with questions.

Requirements and Guidelines:

- Registration is required to audit a course at Grinnell College.
- Grinnell College alumni, faculty (including SFS, Emeriti, and Language Assistants), staff, spouses and domestic partners of faculty or staff, and community members that are 65-years-of-age and older are eligible to audit courses at Grinnell College. All others may audit only music performance ensembles (MUS-101). **You will be asked to verify your eligibility at the time of registration.**
- The ability to audit a course is available only with the instructor's approval and on a space available basis and may be revoked at any time.
- There is no tuition charge to audit courses at Grinnell College, however, additional fees for materials may be assessed.
- The audit option is not available for every course, nor for individual study work in any form (Plus-2, 297, 299, 387, 397, 399, and 499), including group independents and internships (300).
- Audit registration requests are only accepted during the In-Person Add/Drop Period at the start of the term. Audit registration requests must be submitted by the last day to Add/Drop courses for the term. Deadlines are available on the Registrar's website.
- After the Add/Drop deadline, audits are irreversible – an audit may not be changed to for-credit registration.
- Individual faculty members determine their own course requirements for auditors. Consult with the instructor about course requirements and expectations for participation prior to registration.
- While no academic credit is granted, a grade of "AU" is recorded on the Grinnell College transcript for each audit satisfactorily completed. Unsatisfactorily completed audits are not recorded on a student's transcript.
- Non-Degree Seeking Students auditing a course at Grinnell College will NOT be assigned a Grinnell College email address nor a faculty advisor. They will, however, be issued a Pioneer One-Card (P-Card) as well a network ID and password to access Grinnell College library materials and online course environments/student services, respectively.
- Approval of a request to audit a Grinnell College course does not constitute admission to Grinnell College. If you are later officially admitted to Grinnell College and matriculate as a degree candidate, audited courses will appear on your official transcript but will not be applied as credits toward your degree.
- All Grinnell College policies and procedures, as detailed in the Academic Catalog and Student Handbook, apply to auditing Non-Degree Seeking Students. Please note that it is the student's responsibility to read, understand, and abide by these policies and procedures.

Request Process:

1. Fill out this form and contact the instructor. Discuss the instructor's expectations for participation.
2. Obtain the signature of the instructor and submit your completed form to the Grinnell College Office of the Registrar by the last day to Add/Drop a course for the term. Audit registration forms are not accepted until the start of the term. Deadlines are available on the Registrar's website.
3. You will be notified via email once your audit registration has been processed. You will be assigned and receive via email a Grinnell College network ID and PIN. Together, they will provide access to online course materials and services via Grinnell's secure student portal.
4. You will be issued a Pioneer One-Card (P-Card) which will provide you access to Grinnell College library materials. Make an appointment to receive your P-Card by emailing searsmic@grinnell.edu or calling 641-269-3661.