



Audit Enrollment

Instruction Office

Phone: (951) 465-7682

e-Document Submission: <https://msjc.edu/hub/>

1. Student should contact Instructor for permission to audit a course on the first class meeting.
2. Complete the Student Information portion. The student is responsible for obtaining the Instructor and Dean of Instruction signature. Instruction office contact: (951) 465-7682 or instruction@msjc.edu
3. Submit the fully signed and completed form online to the Instruction Services Student e-Document submission HUB at: <https://msjc.edu/hub/>
4. After being reviewed by Enrollment Services, student will be registered into the course and notified via email.
5. Students are responsible for any fees incurred by these changes. Payment is due the same day the changes are made to the student's record. Students can pay fees via Self Service.



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Submit completed form to: <https://msjc.edu/hub/>

- FALL 20__
- SPRING 20__
- SUMMER 20__

STUDENT INFORMATION

Name: _____ Student ID#: _____

Email: _____ Phone #: _____

AUDIT ENROLLMENT

Course ID # (ENGL-101)	Section # (4-digits)	Units	Instructor Name

Reason for auditing: _____

Rules and regulations for course auditing:

1. Priority in class enrollment shall be given to students taking the course for credit; therefore, enrollment for audit may only be submitted during the second week of the class or after all others that have registered for credit enrollment are accommodated.
2. Auditing of a course is at the discretion and permission of the college and the instructor and should have no impact on enrollment capacity.
3. Refer to the current college catalog for fees associated with audit registration. Audit fees are not covered by Financial Aid. [Mt. San Jacinto College Catalog | Mt. San Jacinto College \(msjc.edu\)](#)
4. Once audit enrollment is completed, no student will be permitted to change his/her enrollment to receive credit or to reverse to audit.
5. The college will maintain no attendance or transcript record for this course.
6. No refunds will be made for student withdrawals unless the college cancels a course.
7. Rules and regulations pertaining to the credit students are applicable to the auditing student except tests and grade responsibility.

I have read and fully understand the rules and regulations for auditing a course:

Student Signature *Date*

Instructor Signature *Date*

Dean of Instruction *Date*