# Alumni Audit Course Procedures

1. Limit one audited course per semester.
2. A fee is required per semester to cover administrative details and parking permit. The fee must be paid at the time of registration.

   Undergraduate Courses - $57.00  Graduate Courses - $100
3. Alum is responsible for any additional fees, books and supplies (for example, art materials for an art course).
4. Registration is based on SPACE AVAILABLE; registrations will be held until one week before the course begins to ensure matriculating students' needs are met. The Registrar's Office will confirm the enrollment one week before the course begins, and any additional information will be provided at that time.
6. Course prerequisites must be fulfilled.
7. Alum will be registered for audit only; the course will appear on the academic transcript as **0 credit** with a **Y grade**.
8. Graduate Level auditors must have the necessary academic background and the program director and instructor must approve the audit request.

## To register, alum must:

1. Fill out an Alumni Audit Form and acquire necessary signatures (for graduate level only).
2. Have it approved by a staff member in the Advancement Office.
3. Submit completed registration to the Registrar's Office (ER 142).
4. Pay the fee by check or credit card (credit card payments by phone are acceptable). Payment will NOT be processed until you have been registered for the course.

The form is available from ODU's web site. Go to Alumni & Friends, then Alumni Benefits, and scroll down to Audit information. The Alumni Office can send the form via email, or you can come to the Alumni Office to pick up one.

To obtain a parking permit:
E-mail the following information to the Safety and Security office at Safety&Security@ohiodominican.edu to secure a parking permit. BE SURE TO ENTER "ALUMNI AUDIT" IN SUBJECT LINE.

| | |
|---|---|
| 1. State you are an alumni auditing a class | 5. Model of car |
| 2. Name | 6. Year of car |
| 3. Mailing address | 7. Color of car |
| 4. Make of car | |

With the above information a parking permit will be sent at no additional charge.

Enjoy your course!

Updated 3/12/14

# Alumni Audit Course Request

Name: _____
Last First MI Former/Maiden

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: (___) _____ Work Phone: (___) _____

E-mail Address: _____

Last 4 digits of SSN: _____ Date of Birth: _____ Last Attended: _____

Year/Term of desired course: Year _____ ☐ Fall ☐ Spring ☐ Summer

Course Dept, Course #, Section # (ex. PSY 100 03): _____

Course Title: _____

Meeting Days/Times: _____

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_____
Ohio Dominican University Advancement Staff Signature Date

*For Graduate Level Only:*

_____
Graduate Program Director Signature Date

_____
Graduate Course Instructor Signature Date

I understand that I am registered for audit only and that this course may not be changed to a credit course at any time. Registration is limited to one course per term. The non-refundable fee (includes parking permit) is required at registration.

Alumni Signature _____ Date _____

**FAX: 614-251-4779**

Questions? - Call the Alumni Office at 614-251-4608

Updated 3/12/14