Alumni Audit Course Procedures

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

   Undergraduate courses - $50.00

   Graduate Courses - $100
3. Alum is responsible for any additional fees depending on the selected course.

   --Art materials for an art class would be an example.
4. Registration is based on SPACE AVAILABLE; registrations will be held until one week before classes begin to ensure matriculating students' needs are met. The Registrar's Office will confirm the enrollment one week before the class begins, and any additional information will be provided at that time.
6. Prerequisites must be fulfilled.
7. Alum will be registered for audit only; the class will appear on transcript as **0 credit**; **Y grade**.

To register, alum must:

1. Fill out an Alumni Audit Form. One is required for each audited course.
2. Have it approved by someone in the Advancement Office.
3. Submit completed registration to the Registrar's Office.
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 confirmed to audit the class.

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.3

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 permit will be sent at no charge.

Enjoy your class!

Updated 7-19-10

Alumni Audit Course Request

Name: _____
Last first middle former/maiden

Address:_____

City:_____ State:_____ Zip Code_____

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

E-mail Address: _____

Social Security: _____ Date of Birth:_____

Term/Year Last Attended: _____

Current Academic Year _____
Fall Semester _____ Spring Semester_____ Summer Semester _____

_____
Ohio Dominican University Advancement Staff Signature Date

_____
Dept. Course # Section Course Title Days Time

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, 614-251-4608

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