Alumni Audit Procedures

1. Limit of auditing one course per semester.
2. A $50.00 fee per semester must be paid to cover administrative details and a parking permit (for one semester).
3. Alum is responsible for any additional fees depending on the selected course.
   --Art materials for an art class would be an example.
4. The $50.00 fee must accompany the registration.
5. 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. Obtain Alumni Audit Form from the Alumni Office (Guzman House) with authorized signature.
2. Submit completed registration (Lynam Hall).
3. Pay the $50.00 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.

To obtain a parking permit:
E-mail the following information to the Safety and Security office at Safety&Security@ohiodominican.edu to secure parking permit. BE SURE TO ENTER “ALUMNI AUDIT” IN SUBJECT LINE.
1. State you are an alumni auditing a class
2. Name
3. Mailing address
4. Make of car
5. Model of car
6. Year of car
7. Color of car
With the above information a permit will be sent at no charge.

Enjoy your class!

NOTE: Completed forms are required for subsequent classes.

Updated 1/8/07
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 $50.00 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
Sue VanWassenhove, Director of Alumni Relations

Updated 1/8/07