

Auditing a Class at Central Carolina Community College

A guide for CCCC staff

What is an audit?

Auditing a class means attending the course without receiving academic credit or a grade for the course. It is a way for someone to learn a subject without expectations of completing assignments, exams, or the work potentially having a GPA impact. There may be a cost for auditing a class (see below).

When might a person want to audit a class (instead of taking it for credit?)

Some people want to audit a class for personal interest or to learn or review content, such as a student who had taken the course before; it might be a refresher. Some may want to gain an understanding of the course before taking it for credit. Advisors should clarify a student's goals to determine if an audit is appropriate.

Can audited courses be used to fulfill any academic or licensure requirements?

Audited courses cannot be used to fulfill any prerequisites, program requirements, or licensure requirements at the state level (e.g. EDU classes to work in a daycare, EDU-119, or to run a daycare, EDU 261/262.)

Do audits only apply to curriculum courses?

Some Continuing Education classes may be eligible for senior audits also. Please contact Liz Wicker, x7408, prior to registration. (There is not a continuing education audit form; she will assist you.)

Will an audited course appear on a student's transcript?

The audited course will appear on the student's transcript with a notation of "AU" or "SR", depending on audit type (see below.)

How do I help a student register for a course if they wish to audit it?

- To take a course, students have had to apply for admission and complete the residency certification—please assist them if they have not.

- Once you have clarified that an audit would meet a student's goals, ask the student if they may qualify for the senior audit (65 and older), since the course would have no tuition charges for them.
- Direct the student to the Registrar's webpage and help them locate the appropriate audit form (regular or senior). If declaring for the senior audit, they will need to provide proof of age to qualify by visiting the Student Records & Registrar's office with appropriate proof or to have a virtual meeting and show the proof on camera.

There are two audit types, depending on a student's eligibility for the senior audit, which then waives tuition. For **BOTH** regular and senior audits, note:

- Financial aid does not cover the cost of auditing a class.

- The appropriate form must be submitted to secure audit status. Approval is required by the instructor and department chair. Auditing students are not supposed to displace students taking courses for credit, and thus not all audits may be approved.

Regular Audit vs. Senior Audit — Differences

Category	Regular Audit	Senior Audit
Age Documentation	Not required	Proof of age 65+ required before the class/session begins
Payment / Cost	Full tuition and fees are required	Tuition is waived; fees still apply
When the Student Can Register	Student registers normally, then can request audit status	Students may not register until the last day of regular registration and through the add period for that term
When Audit Must Be Requested	Must be requested before census	Must be requested at the time of registration

Short version:

- Regular audit students must pay tuition and fees for a course; since they are counted toward FTE, they can be registered during the normal registration period and can even change their mind (about auditing or taking the class for credit) up until the census.
- Senior audit students have to provide proof of age (because they are having tuition waived) but still have to pay fees if there are any with the course. They have to register later (the last day of regular registration or during the add/drop period) to ensure there are seats in the class, and they cannot change their audit status.

If you have questions about regular or senior audits, please direct them to Jamie Childress.