

SUNY Polytechnic Institute Registrar's Office

# Course Audit Registration Form

100 Seymour Road, Utica, New York 13502

**Instructions:** This form is to be completed by students wishing to audit a course. Students may register on the first day of classes through the last day to add only. **Online and hybrid courses are not available for audit.** Ability to audit is based upon seat availability as determined no earlier than the first day of classes for the term. Please complete all information requested below and submit this form with the required signatures to the Registrar's Office no later than the end of the last day to add courses for the semester.

Student Name (First,Middle Initial,Last): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

E-mail Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Male: \_\_\_\_\_ Female: \_\_\_\_\_

## Required Information

Have you ever been convicted of a felony?  Yes  No

Have you ever been dismissed from another college for disciplinary reasons?  Yes  No

(Answering "yes" to the questions listed above will not automatically prevent enrollment; the institution may use this information to ensure campus safety. An applicant who responds "yes" will be requested to provide further information for consideration. The information will be reviewed by a campus committee. Any deliberate falsification or omission of data may result in denial of enrollment or dismissal.)

**Course Information:**  Fall  Spring  Summer Year 20\_\_

Program/Major(if applicable): \_\_\_\_\_

Course Abbreviation, Number & Section: \_\_\_\_\_

Course Title: \_\_\_\_\_

Day and Time: \_\_\_\_\_

Building and Room Location: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Note:** Students auditing a course do not pay tuition or fees for the course; their names do not appear on the class roster; and no credit or grade is received by the student.

A student may only register to audit a course on the first day of classes through the last day to add a course for the term. **Hybrid and online courses are not available for auditing.** Signatures indicate approval.

Signature of instructor: \_\_\_\_\_ Date: \_\_\_\_\_

**Distribution by Registrar's Office**

**White** - Registrar

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