University of St. Thomas - Houston

Registration Form for Audit Students

UNIVERSITY of ST. THOMAS HOUSTON

Social Security Number: _____ ID#: _____
(For University Use Only)

Name: _____ ☐M ☐F
(Last) (First) (Middle) (Gender)

Mailing Address: _____

_____
(City) (State) (Zip Code) (County)

Local Telephone: _____ Work Telephone: _____

E-Mail Address: _____ Date of Birth: (Month/Day/Year) _____

Semester of Interest: ☐**Fall** ☐**Spring** ☐**Summer** *Session:* _____ **Year:** _____

CLASS NBR.	DEPT. NAME*	CATALOG NUMBER	SEC.	DAYS	START	END	BLDG.	ROOM	PROFESSOR

I understand that I must follow the formal ADD/DROP and WITHDRAWAL procedures of the University and that non-attendance DOES NOT automatically withdraw me from a course. To be eligible for any tuition refund due (as described in the Course Bulletin) formal withdrawal procedures must be followed.

My signature below indicates that I have read and understand the information below for Audit Students. I also understand that failure to pay in full for this audit course by the final day of late registration may result in my being administratively withdrawn from the class and removal of my name from the class roster with no transcript record of the audit.

_____ _____ _____ ☐AM ☐PM
Student's Signature Today's Date Current Time

IMPORTANT INFORMATION FOR AUDIT STUDENTS:

Individuals who wish to audit a course at UST are classified as non-degree seeking students. Enrollment in a course as an audit student is on a non-credit basis, and no grade will be issued for the course.

Courses are available for audit at the discretion of the instructor and on a space-available basis. Students may complete and submit an audit registration form at any time during the registration period, but space availability will not be determined until the Friday before the start of the term. The Registrar's Office will notify students by phone late on that date if they have been assigned an audit space. Spaces will be assigned on a first-come/first-serve basis.

Tuition for auditing a course must be paid on-line or in the Business Office by the last day of Late Registration (see Course Bulletin) for the term in which the course is offered.

**Please note: Studio Arts classes (ARTS) are not available for auditing.*

3800 Montrose Boulevard ♦ Houston, Texas 77006