



UNIVERSITY  
ST. THOMAS  
HOUSTON

## Audit Registration Form

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone Number: \_\_\_\_\_

### A. Enrollment Information

Requested Term :    Fall 20\_\_\_\_\_    Spring 20\_\_\_\_\_    Summer 20\_\_\_\_\_    I or II

Student Standing:     UGRD                       GRAD

### B. Student Information

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_ Citizenship: \_\_\_\_\_

### C. Desired Override

Class #	Course Subject	Catalog #	Section	Class Day	Class Time	Instructor

### E. Instructor Approval:

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 initials below indicate 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to pay in full for this audit course by the final day of late registration may result in my being administratively withdrawn from the class and removal of my name from the class roster with no transcript record of the audit.

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.

\_\_\_\_\_ Initials

### F. After all signatures have been obtained, return the form:

**In person:** Herzstein Enrollment Services Center

**By Mail:** Enrollment Services 3800 Montrose Blvd. Houston, TX 77006

**By Email:** registrar@stthom.edu (from your stthom.edu account)