

# Audit Registration Form

Office of the Registrar



UNIVERSITY OF  
ST. THOMAS

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

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

Student ID# (If New Student, Leave Blank): \_\_\_\_\_

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

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

## A. Enrollment Information

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

Course Academic Level:  Undergraduate  Graduate

## B. Student Information

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

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

## C. Course Information

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

## E. Student Agreement Statement - Please read and agree to the following:

Audit students must follow the formal ADD/DROP and WITHDRAWAL procedures of the University. Non-attendance DOES NOT automatically withdraw a student from a course. To be eligible for any tuition refund due (as described in the Graduate/Undergraduate Catalog), formal withdrawal procedures must be followed.

Failure to pay in full for this audit course by the final day of late registration may result in being administratively withdrawn from the class and removed from the class roster with no transcript record of audit enrollment.

Individuals auditing a course at UST are classified as non-degree seeking students. Enrollment as an audit student is on a non-credit basis, and a grade of AUD (audit) 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 be determined no sooner than ten days prior to the start of the term. The Registrar's Office will notify students by phone/email 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 to Add Classes deadline (see Academic Calendar) of the term in which the course is offered. Please note: Studio Arts classes (ARTS) are NOT available for auditing.

I have read and agree to the terms of this Audit Registration Form. \_\_\_\_\_  
Initials

## F. Submit Form

**In Person:** Herzstein Enrollment Services Center, 4115 Yoakum Street

**By Mail:** Attn: Registrar's Office, 3800 Montrose Blvd. Houston, TX 77006

**By Email:** [registrar@stthom.edu](mailto:registrar@stthom.edu) (If you are a current student, please send from your stthom.edu email account)