University of Hawai`i at Hilo
AUDITOR'S FORM

To Student:

- ***No*** *credit is given to a student who audits a course.*
- *Auditors pay the same tuition & fees as students enrolled for credit.*
- *If not a currently enrolled student, you will need to complete an Admissions Application.*
- *Auditor's Form will be available beginning the first day of instruction.*
- *Courses with an Audit grade can not be registered, added, or dropped online. Please go directly to the Office of the Registrar.*

Semester: ☐ Fall ☐ Spring ☐ Summer Year: _____

Name: _____ Student ID No. _____
(Print) (Last) (First) (M.I)

Email: _____@hawaii.edu Phone #: _____

_____ _____ _____ _____
CRN Course Alpha & No. Section No. Credit Hours

1. Obtain Instructor permission to take course as an Auditor:

Instructor's Name: _____

The above student has my permission to audit the course listed above.

_____ Date: _____ Email: _____
(Instructor's signature)

2. Register for the course directly with the Office of the Registrar:

SFAREGS: _____ AUDIT MODE: _____ By: _____ C: Audit File

3. After you have registered as an Auditor, pay appropriate tuition & fees at the UH Hilo Business Office.

Amt Paid: $_____ Date: _____ Collected By: _____

4. Return this completed form to Instructor.

To Instructor:

1.The Business Office must validate this form. Keep the validated form(s) for your records.
2. **No** credit is given to a student who is auditing a course.
3. Auditors **do not** take course exams.