

Audit Registration Form

Name: _____ UID** : _____

Class Year* : _____ Option* : _____ Advisor Name* : _____

Caltech Email* : _____ Other Email : _____

Cell Phone : _____ Date of Birth (required) : _____

*required for Caltech students **required for Caltech students, staff, faculty and postdocs

Auditing Courses

Persons affiliated with the Institute may audit courses if they obtain the consent of the instructor in charge of the course, and the dean of undergraduate students or dean of graduate studies, as appropriate, and pay the required fee (contact the Bursar's Office for audit fee, which is nonrefundable). Enrolled students, faculty, VSRs, postdocs, Caltech and JPL staff are not charged for auditing. The Bursar will confirm your status. Auditing registration forms are required and the instructor's consent is necessary in all cases. **No grades for auditors are reported to the Registrar's Office, and no official record is kept of the work done.**

"Persons affiliated" includes current students and employees of Caltech and JPL. It may also include those who are in a program with a formal affiliation with Caltech. Verification of an approved affiliation may need to be reviewed by the Registrar.

For auditors who do not have active Caltech credentials and services: Not all course related services may become available. This can include applications. Caltech email accounts are not provided to auditors who do not already have Caltech email accounts.

1. List the course you wish to audit (one course per form):

Course Number & Name	Term	Name of Instructor

2. How are you affiliated with Caltech (check all that apply):

- Current Caltech student
- Current Caltech staff
- Current Caltech postdoctoral scholar
- Someone with an official appointment at the Institute (explanation required below)
- Other (explanation required below)
- Current Caltech faculty
- Current JPL staff
- Visiting Student Researcher (VSR)

Requests will not be processed without the auditor and instructor signatures:

Auditor Signature Date

Instructor Signature Date

Dean's Signature Date

Bursar's Signature Date

Only if not a current Caltech student or faculty member is this signature required

Send completed form to bursar@caltech.edu †

† All signatures required **before** the Registrar's Office will process. Auditors responsible for obtaining signatures.

Undergraduate Dean's signature required for courses numbered below 100; Graduate Dean's signature required for courses numbered 100 and above.