

**ILLINOIS STATE UNIVERSITY  
Office of the University Registrar**

**Request for Auditor Registration**

An auditor does not participate in the activity of the class but is expected to attend regularly. A student may register as an auditor in a class if space is available. An Audit (AU) designation will appear on the student's transcript when the instructor certifies that the student has attended the class on a regular basis. If the student has not attended regularly, a WX will be recorded on the transcript after the instructor has notified the Office of the University Registrar in writing that the student has not attended regularly.

To request to audit a course, fill out this request form, have the instructor sign it, and return the form to the Registrar Service Center in Moulton Hall, Room 107 or email the completed form to Registrar@IllinoisState.edu.

Students must register to audit a course prior to the drop date of the class they are requesting to audit. An Audit (AU) designation cannot be added to a student's schedule after this drop date passed unless the student has the approval of the chairperson of the department or director of the school in which the course is offered and the University Registrar.

Auditing a course will be charged at the same rate of tuition and fees for each student as their courses taken for credit; see the section on Costs in the *Undergraduate Catalog*. Audited courses are not considered part of the student's total load.

**Email the completed form to Registrar@IllinoisState.edu  
or return the form in person to the Registrar Service Center in Moulton Hall, Room 107  
\*\*\*Student must present a photo ID when returning this form in person.\*\*\***

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**AUDITOR REGISTRATION**

Student Name: \_\_\_\_\_  
(Please Print)                      Last                                      First                                      Middle

University ID Number:\*      \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

The above student has my permission to audit the following course. The student understands the university policy which states "an auditor does not participate in the activity of the class but is expected to attend regularly. A student may register as an auditor in a class or classes if space is available." Also, the student's status in the course may not be later changed to a credit basis.

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Dept.	Course	Section	Semester Hrs.	Session	Term (Fa, Sp, Su)	Year
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Student Signature                                      Date

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Instructor Signature                                      Date

\*The University Identification Number (UID) is requested as the best and most effective way to uniquely identify you for the purpose of accurately processing and maintaining your educational records. This number is used as the student identification number and is restricted to internal university use.