Course Audit Request Form

Broadway campus
1155 East Broadway, Vancouver, B.C. V5T 4V5

Downtown campus
250 West Pender St., Vancouver, B.C. V6B 1S9

Domestic students
p: 604.871.7000, option 3
e: admissions@vcc.ca

International students
p: 604.443.8600
e: ieservices@vcc.ca

www.**vcc.ca**

Please refer to the VCC website for term specific information on registration dates and deadlines.

Completed Course Audit Request forms can be submitted in person to the Registrar's Office at any VCC campus location.

If you are an international student, please contact the International Education Office (ieservices@vcc.ca) before proceeding with the audit request. A change in registration may impact on your immigration status.

1. Personal information

Student ID

Last name (family name) First name

Phone Number Email Birthdate (DD/MM/YYYY)

Student signature Date signed (DD/MM/YYYY)

2. Course information

Department use only - Audit Approval

Subject	Course Number	CRN	**Department Head signature**	**Instructor Signature**

3. Audit Information (see policy and procedures 311 Registration)

- A completed Course Audit Request Form must be approved by the Department and submitted to the Registrar's Office at the time of registration.
- A student who has already registered in a course and wishes to switch to audit status must submit an approved Course Audit Request Form to the Registrar's Office prior to the course start date.
- A student cannot register as an auditor until two weeks prior to the course start date provided an empty seat is available.
- A student can only register as an auditor once in a specific course. Exceptions may be made on an individual basis provided the student provides supporting documentation. Not all courses are available for audit registration.
- Auditors are expected to meet any prerequisites and co-requisites for the course. Audited courses cannot be used as prerequisites or co-requisites for other courses.
- Audited courses will appear on a student's transcript with a grade of R, but do not carry a GPA or credit value.
- Audited courses cannot be used towards program completion requirements.
- Audit students must meet all applicable deadlines.
- Regular course fees apply. Students may refer to policy and procedures 310 and 311 for more information on tuition and fee charges and refunds.

4. Registrar's Office use only

Processed By: Date Proccessed (DD/MM/YYYY)

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The information on this form is collected under the authority of the BC Freedom of Information and Protection of Privacy Act (1996) and is needed to process any changes in your student record. If you have any questions about the collection and use of this information contact the Registrar's Office.