

How to Audit a class for a Student

Students can never audit a course for themselves on-line. We need to either do it for them at the front desk or they need to submit the request in writing. The written request must include the name/call number of the classes they wish to be changed to audit, their SSN, signature, and a copy of their photo i.d. They must submit this written request before the 'change dates' dates listed on the Academic Calendar for that term.

Note: The student has until the last day to drop a class at 100% refund to change an Audit back to a Credit. After that date, they no longer have that option. A student can change from Audit to Drop during the same period. After the 100% drop date has passed, the student can only change the Audit to Withdraw if they do so before the last day to drop a class.

At the Front Desk, you can change to Audit (as long as it is before the absolute deadline listed on the Academic Calendar by doing the following:

1. Open up the student's record.
2. Check to see that they are not auditing a modular course. All courses w/section numbers 001-099 are full term courses held on campus. If the section number has an M in it then check the CLAD screen to make sure you are able to audit the course.
3. Type RMEN in the Function field
4. Hit enter.
5. Type 2 in the Function field
6. Hit enter.
7. Ask the student to give you the Class Title/ID (ex, ENG 101 001)
8. Type go in the Function field
Tab down to where the 'A' is beside the class that is being Audited and underneath the ACT OVER column. Type ac where the 'A' was and then tab over to METHOD END column and change the 'C' to an 'a' (without the semi-quote marks).
9. Hit enter
10. Type TRCL in the Function field.
11. Hit enter.
12. Scroll through the different classes until you find the one/ones that you audited (they will have your initials on the screen and the class/es will be listed twice. The first time showing credit. The second time showing an 'A' for Audit) and print the screen/s.
13. Have student sign the print outs as your proof that the student requested you to drop those courses.