

## **COURSE AUDIT REGULATIONS**

### **Priority of Auditors shall be as follows:**

- SUNY Oneonta Students
- SUNY Oneonta Employees
- Others

### **Notes to SUNY Oneonta students:**

- You may not audit a course in order to prepare for subsequent enrollment in that course.
- You may not audit a course in order to make up work as a result of an Incomplete grade.
- A \$50 course audit fee will be charged if you are not enrolled in SUNY Oneonta courses during the semester in which you wish to audit a course.

### **Course auditors:**

- Will not be required to meet the requirements of the course.
- Will not be officially enrolled in the course.
- Will not be listed on course rosters.
- Will not earn any credit for the course.
- Will not receive any formal recognition for the course.
- Will not be charged tuition for the course (see Fees below).
- Will not ordinarily be permitted to audit studio courses or the laboratory or field work portion of courses, or other course experiences which require individual attention or special arrangement.
- May not register until regular registration is completed.
- May not use space or equipment needed by regularly enrolled students.
- May be asked to show ID when applying.

### **Restrictions:**

- High school students may not audit courses without specific written permission from high school authorities, and then must obtain permission of the SUNY Oneonta instructor and department chair.
- High school students under the age of 18 must have one of their parents sign the form.
- Course auditors not affiliated with the College will have only the privileges of library visitors; they may qualify for community borrower status.

### **Fees:**

- A \$50 course audit fee will be charged for each course audited.
- Fee payment is due at the time the Course Audit Request form is processed.
- Course audit fees are non-refundable.
- Those exempted from the course audit fee are SUNY Oneonta employees and currently enrolled SUNY Oneonta students.

### **Parking:**

- Auditors not affiliated with SUNY Oneonta (non-students, non-employees) must purchase a parking decal if they park on campus before 4:30 p.m.
- Upon payment of the audit fee, the Continuing Education Office will issue auditors a notice verifying their audit status. This notice is to be presented to the Parking Office in Alumni Hall when applying for a parking decal.



# IMPORTANT NOTICE FOR AUDITING STUDENTS

- In addition to the audit fee, those who audit courses must also purchase a parking permit if they park on campus before 4:30 p.m.
- After your audit fee is paid, you will be given a note to take to the Parking Office in Alumni Hall to show proof of your affiliation with the campus.