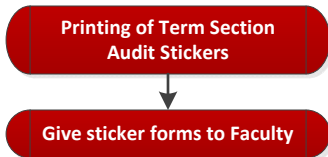
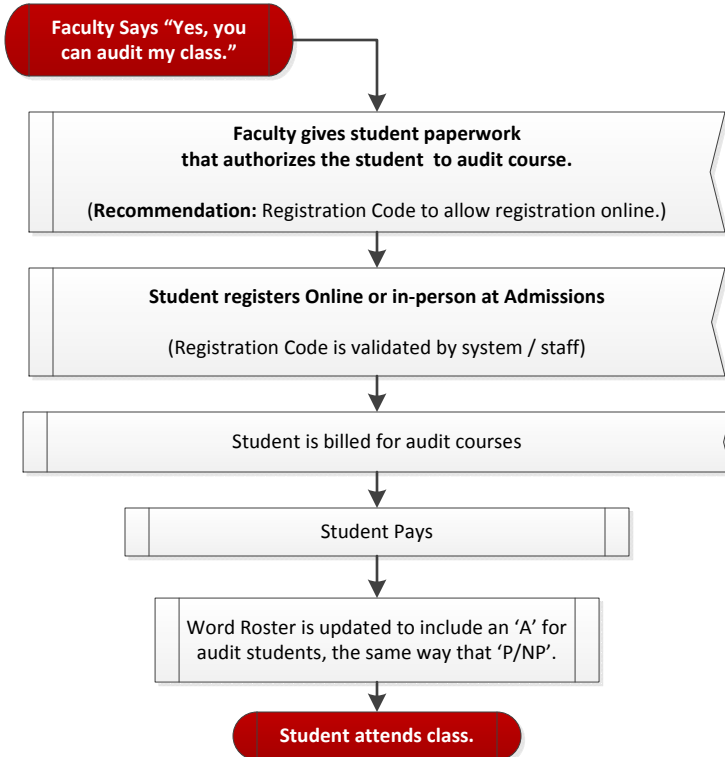


Academic Workflow (Instruction Office)



Registration Workflow (Admissions Office)



Student Must have an active application at the college to audit a course.
- Doesn't mean a student must be enrolled in any courses.

Auditing Course Deadline (use between Audit Period dates):

- Admissions will provide what the decided deadline is.
- Audit Period: After Late Add Period but before ?

Registration Audit Code reusability: Not reusable. Same as Late Add Codes

Payment Drop Policy: Same policy for all.

Refund Policy: Same general refund policy. No refund after 1st day of class.

Registration Rules:

- Must meet all pre-requisites. (Still being discussed with Faculty)

Note: May require additional discussion regarding Assessment placement.

Registration Statement:

- For Audit Courses, replace 'Units' with 'AUD' for each section.
- Add Legend for AUD.

- Audit Fees should be separate fee type

- CAUD : Crafton Audit Fees

- VAUD : Valley Audit Fees

(Same way that SCF is calculated, but with different requirements)

Reports and Processes that exclude Audit Courses:

- Financial Aid, Veteran, EOPS, DSPS – Can not to be included in enrollment calculations.
- MIS – Not included in FTE, Census Calculations.

Transcript:

- Separate Audit Transcript.

- No Audit Courses will appear on Official or Unofficial Transcript.

- Transcript should only show Course Name, Dates Taken, Term, and ?

Questions:

--- How do we handle dropping of courses by faculty? Does it appear on the transcript?

--- How do we mark that the student completed the class?