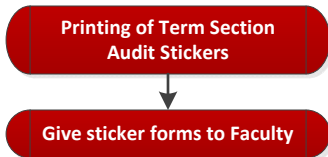
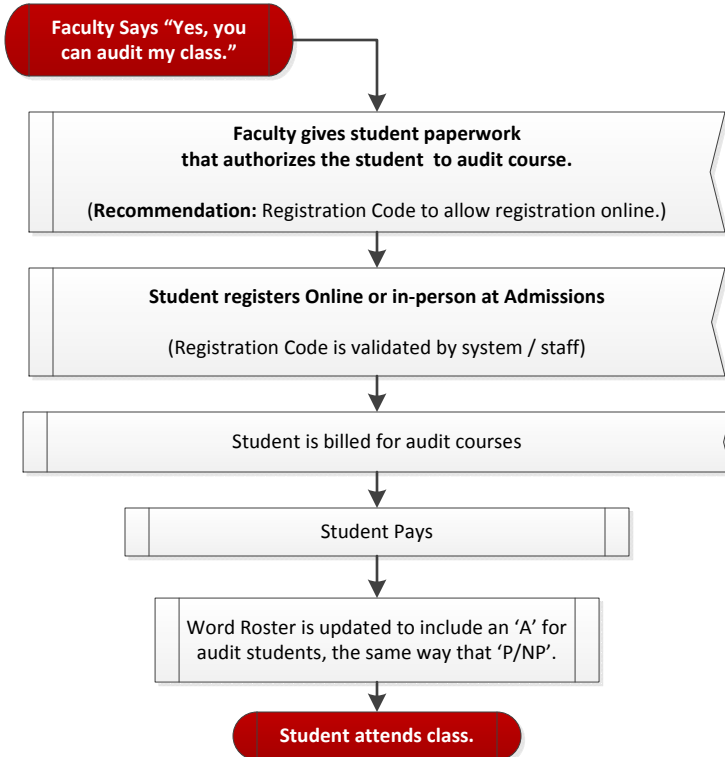


## Academic Workflow (Instruction Office)



## 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 **[Date Needed ?]**

**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 1<sup>st</sup> 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:**

- No Audit Courses will appear on Official or Unofficial Transcript.
- Other than Registration statement listing audit course, no other documents will show the audit courses taken.

**Questions:**

- What is the 'Audit Add Period' relation to a course section?
- What is the earliest they can audit?
  - Note: Ed. Code 76370 – Can not be during or before priority registration.**
- What is the deadline to audit?