

**The College of William and Mary
Office of the University Registrar
757-221-2812**

PERMISSION TO AUDIT

Semester of Audit _____ Status: _____ Full-Time Student _____ Unclassified
Year _____ _____ Faculty/Staff _____ Faculty Spouse
_____ Senior Citizen _____
_____ Docent _____ (name of spouse) _____ (dept.)

Please Print

Full Name: _____ SSN: _____ Date of Birth: _____

Address: _____ Phone: _____

COURSE REGISTRATION:

Department: _____ Course #: _____ Section #: _____ Credit Hours: _____

Is this an individual music instruction course? ___ Yes ___ No

Instructor's Name (Please Print): _____

Is this your first William and Mary course? ___ Yes ___ No If not, date of last attendance _____

INSTRUCTIONS

1. Obtain the required signature and permission of course instructor.
2. If this is the first time you have enrolled in classes at William and Mary, and you believe that you are entitled to in-state tuition rates, you must complete a form which is available from the Registrar's Office to request Virginia in-state status. If you have attended in the past and received in-state rates, but did not attend during the most recent regular semester, you must also complete this form for in-state rates.
3. Pay required tuition and fees to the Bursar's Office, 101 Blow Memorial Hall, and obtain signature.
4. Return this form to the Office of the University Registrar, Blow Memorial Hall, Room 108, between the first day of classes and the last day of the drop/add period.
5. Requests for registration following the last day to add must be made through the Office of the Dean of Students, Room 109, Campus Center.
6. PLEASE NOTE: Your instructor will assign a grade of "O" for a successful audit and a grade of "U" for an unsuccessful audit. Grades for courses taken on an audit basis will become part of your record and will appear on your William and Mary transcript. If you decide to withdraw from the course after the last day to drop (if this is your only course), you must notify the appropriate dean of that department. All other students may make course adjustments using the on-line system. The deadline to withdraw is the Friday of the ninth week of classes. Students who stop attending, but who fail to withdraw officially will receive a grade of "U".

In addition to the written consent of the instructor, the following signatures are required if you wish to register for a Graduate Level course:

Arts & Sciences: Professor & Graduate Director of Course Dept. _____

School of Business: Bus Adm Registrar _____

School of Education: Professor _____

School of Law: Law Registrar _____

School of Marine Science: Graduate Dean & Professor _____

Instructor's Signature: _____ Date: _____

Graduate Director/Dean's Signature: _____ Date: _____
(if required)

Bursar's Signature: _____ Date: _____

Processed: Registrar's Office by _____ Date: _____