# Instructions for student: You can **copy and paste ENTIRE template and instructions** withthe information below completed in an email from your pipeline account to the instructor of record. Name: Student ID #: Term: Year: Phone #: Section CRN: Course Title: Units:

# Instructor: Will forward the email with their approval to Kyle Hernandez ([krhernande2@pipeline.sbcc.edu](mailto:krhernande2@pipeline.sbcc.edu)) saying, “I approve or I do not approve”

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| **By submitting this request you agree to the following:**  I understand that my being admitted to the class in an audit depends upon:  1) Must have a current Credit application on file.  2) Available space in the class  3) Instructor consent  4) Admissions & Records approval  5) Payment of Audit Fee, if applicable  6) Student Account paid in full  7) Instructor will be notified by Admissions of my request  I understand that by submitting this audit request I am giving SBCCpermission to charge my pipeline account for the associated fees as listed in point five (5) under “Guidelines for Auditing Classes”. I have read and agree to the terms stated in the [Student Financial Responsibility Agreement](http://sbcc.edu/financialresponsibility), | **Guidelines for Auditing Classes**  1. Auditors must apply for admission and be accepted to the college prior to auditing.  2. Audit request forms must be submitted to Admissions & Records after the second week of the semester (after the first week during summer session) but no later than Friday of the third week (the second week during summer session). For courses that are less than full semester in length Audit Request Forms must be submitted no later than 30% of the course length.  3. Priority in class enrollment shall be given to students desiring to take the course for credit.  4. Repeatable courses may not be audited.  5. The fee for auditing will be assessed at ($15/unit) plus any required course materials fee. Students enrolled in 10 or more units for credit (Fall/Spring) shall not be charged a fee to audit three or fewer semester units during the primary semester.  6. Once audit enrollment is completed, no student will be permitted to change his/her enrollment from audit to credit.  7. No refund will be permitted after enrolling for auditing.  8. No credit will be received for auditing, and the college does not maintain any attendance, transcript, or academic record for auditing courses. |

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**FOR OFFICE USE ONLY Repeatability: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Admissions Application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Credit Units Enrolled: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Total Fees Due: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Submitted to Student Finance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

ID Checked \_\_\_\_\_\_\_\_\_\_\_\_ Instructor Notified \_\_\_\_\_\_\_\_\_\_\_