



## TRINITY EMPLOYEE PERMISSION TO AUDIT FORM & APPLICATION FOR UNCLASSIFIED STUDENTS

### Guidelines for Employees:

- *All Trinity employees are eligible to audit a class, regardless of part-time or full-time status.*
- *Trinity employees may audit course offerings that are part of the Trinity Christian College traditional undergraduate, adult studies undergraduate, or graduate programs, with permission from the class instructor and approval by the employee's supervisor.*
- *Audit enrollment is limited to classes with open seats. The per credit hour auditing fee is waived for Trinity employees. However, it will be the employee's responsibility to cover any costs related to any other course fees, lab fees, books and materials.*
- *A student auditor attends all classes and participates in all activities of the course but does not have an obligation to fulfill any of the requirements of the course, nor does the instructor have an obligation to evaluate the auditor's work. While no credits are awarded for audited courses, they are transcribed.*
- *Completed audit forms must be submitted at the time of registration. Forms are available from Human Resources or the Registrar's Office.*
- *If the employee wishes to earn credits, then follow the College's tuition waiver policy. The employee may not necessarily receive a 100% waiver if less than full-time or have been at Trinity fewer than five years. Therefore, HR will need to certify eligibility and the employee should complete the Tuition Waiver Form instead.*

### Procedure:

- 1. Employee completes the "Audit for Employees" form.**
  - a. Instructor and employee's supervisor approval signatures are required
- 2. Employee turns in the "Audit for Employees" form to the Registrar's Office**
  - a. If employee is **not** a prior student, the Registrar's office will send a *copy* of the form to the Admissions Office, so a student ID# and CAMS record are created.
  - b. Admissions will confirm with the Registrar's once the record is in CAMS
    - i. If employee **is** a prior student, skip steps a and b
  - c. The Registrar's office will register the employee for the class
  - d. The Registrar's office will complete the *Student Status* spreadsheet so the Financial Aid and Student Accounts offices can review, and complete the waiver and billing processes.
  - e. The Professor is responsible for adding the student to the Moodle roster.
  - f. Moodle will be accessible to the employee using his or her Trinity employee ID and password (Employee will not have a Student Portal)
  - g. The Business Office will email the employee the billing statement indicating which class is being audited, the class schedule and zero balance (showing charge and waiver) as confirmation.

**Complete and Return to the Registrar's Office**



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APPLICATION FOR UNCLASSIFIED STUDENTS**

\_\_\_\_\_  
Last name                                      First name                                      Middle Initial                                      Maiden name

\_\_\_\_\_  
Current Address                                      City                                      State                                      Zip Code

Phone: (                      ) \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender:  M  F      E-mail: \_\_\_\_\_

Employee Department: \_\_\_\_\_

Manager/Supervisor: \_\_\_\_\_

Semester	Year	Title of Requested Course	Dept Code	Course Number	Section
<i>(example)</i> SPRING	2019	History of Africa	HIST	281	A

Instructor's Permission to Audit

\_\_\_\_\_  
*Instructor Signature*                                      *Date*

Supervisor's Approval to Audit

\_\_\_\_\_  
*Supervisor Signature*                                      *Date*

As a Trinity employee auditing a class, I understand the following:

- Although the audit fee is waived, I am responsible for any course fee or other cost associated with taking this course.
- I am expected to attend all classes and participate in all course activities but do not have to fulfill any requirements of the course.
- The instructor has no obligation to evaluate my work.
- Although I will not earn credit for this course, a transcript showing my audited coursework will be generated.

\_\_\_\_\_  
*Employee Signature*                                      *Date*

**Complete and Return to the Registrar's Office**