Caltech

Office of the Registrar

Audit Registration Form

Auditor Name:		UID**:
Year of Study*:	Option*:	Advisor*:
Caltech Email*:		Other Email:
Phone Number:	Gender:	Date of Birth: *MM/DD/YYYY* / /

** For Caltech students* *** For Caltech students, staff, faculty, and postdocs*

Auditing Courses

Persons affiliated with the Institute may audit courses if they complete this form, obtain the consent of the instructor in charge of the course, and if required, the signature of the dean of undergraduate students or dean of graduate studies, and pay any required fees. Only enrolled Caltech students, faculty, VSRs, postdocs, and Caltech and JPL staff are not charged for auditing. All other auditors must prepay a nonrefundable fee. Contact the Bursar's Office to confirm your status and pay the fee. **No grades for auditors are reported to the Registrar's Office, and no official record is kept of the work done.** Auditors cannot receive credit. Caltech students must formally enroll by Add Day in order to be eligible for credit.

"Persons affiliated" includes current students and employees of Caltech and JPL. It may also include those who are in a program with a formal affiliation with Caltech. Verification of an approved affiliation may need to be reviewed by the Registrar.

For auditors who do not have active Caltech credentials: Not all course related services may become available. This can include applications. Caltech email accounts are not provided to auditors who do not already have Caltech email accounts.

List the course you wish to audit (one course per form):

Course #	Section #	Term	Instructor

Affiliation with Caltech (check all that apply):

- ☐ Current Caltech Student
- ☐ Current Caltech Faculty
- ☐ Current Caltech Staff
- ☐ Current JPL Staff
- ☐ Current Caltech Postdoc
- ☐ Visiting Student Research (VSR)
- ☐ Person with an official appointment at the Institute (*explanation required below*)
- ☐ Other (*explanation required below*)

Auditor Signature	Date	Instructor Signature	Date
Dean Signature	Date	Bursar Signature	Date

+ Dean signature required if NOT a current Caltech student or faculty member.
+ Undergraduate Dean signature for courses numbered below 100.
+ Graduate Dean signature for courses numbered 100 and above.

+ Auditor should obtain [1] Instructor Signature, [2] Dean Signature (if required - see above), and then submit to the [3] Bursar's Office (bursar@caltech.edu). If approved, the Bursar's Office will notify the [4] Registrar's Office for processing.

Last Updated April 2024