

**HAWAI'I COMMUNITY COLLEGE**

Admissions & Records Office (ARO)

Phone: (808) 934-2710

Email: [hawccar@hawaii.edu](mailto:hawccar@hawaii.edu)

**SEMESTER (CHECK ONE)**

- Fall
- Spring      Year \_\_\_\_\_
- Summer

**AUDITOR'S FORM**

Please use blue or black pen

You may choose to audit course(s) subject to the following:

- 1) Deadline to submit completed form: Last day to withdraw with a "W."
- 2) Auditors pay the same tuition as students enrolled for credit.
- 3) **No credit** is given to a student who is auditing a course.
- 4) The instructor determines the extent of classroom participation.

\_\_\_\_\_ UH ID/ Username \_\_\_\_\_  
 Last Name                                      First Name                                      M.I.

Semester \_\_\_\_\_ CRN # \_\_\_\_\_ Course Alpha \_\_\_\_\_ Course Number \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_  
 Student's Signature

**Step 1:** Complete the Online Application, if not a currently enrolled student.

**Step 2:** Register **and** Pay for the class you intend to audit.

**Step 3:** After the first day of instruction, obtain instructor's signature for permission to audit the course listed above.

\_\_\_\_\_ Date \_\_\_\_\_  
 Instructor's Signature

\*\*\* If permission to audit is denied, standard refund policies apply. \*\*\*

**Step 4:** Take this form to the Admissions & Records Office in Building 378 on the Manono Campus or to the Student Services Office at Palamanui