FOOTHILL COLLEGE COURSE AUDIT REQUEST CARD

Name _____   SID_____

Term: Fall ☐   Winter ☐   Spring ☐   Summer ☐   **20___**

Course I.D.	Course Title	Units	Instructor's Signature
_____	_____	_____	_____
_____	_____	_____	_____

X_____   _____   _____
      Student's Signature   Fees Paid   Date(mm/dd/yy)

AUDIT COURSE REQUEST PROCEDURES

1. To be eligible to audit a class, the student must have already taken and completed the class maximum number of times permitted, and received a grade of "C" of better at Foothill or De Anza College (See College Catalog).
2. All student class audit requests must have the instructor's signature of approval before the audit request is submitted to the Admissions and Records office.
3. Audit fee: $10 per unit. The first three units of audit fee are waived if the student is currently enrolled in six or more units.
4. Approved audit requests will be processed beginning the third week of the quarter (after the census date).
5. Online and hybrid courses may take up to 48 hours for access.

Please submit the completed form to webregfh@fhda.edu