

UNIVERSITY OF WISCONSIN-WHITTEWATER AUDIT POLICIES AND PROCEDURES

1. The Registrar's Office (Roseman 2032) is the point of contact for students to begin the audit registration.
2. Instructor and/or department chairperson permission is required to audit a course.
3. Auditors will be registered on a space available basis as soon as possible after the last orientation day for degree seeking students.
4. Auditors receive only provisional permission to attend classes unless the instructor checks the override course capacity box on your form. Registrar's office will attempt to enroll students approx. 1 week prior to start of the term. Enrollment is dependent on course capacity. Deadline to accept forms is one day prior to the last day to enroll for regular student population. Students that do not sign their terms and conditions prior to the last day to enroll in classes for the term will not be enrolled in their requested course.
5. Not all classes are available to audit. College of Business and Economics courses, online courses, off campus and remedial courses do not allow auditing. Additionally Service based programs such as Online MBA, DBA, Online MS and Continuing Education Internships are not eligible for auditing.
6. Wisconsin residents who are only auditing classes in a term will pay 30% of the resident per unit academic fee and non-Wisconsin residents (according to Wisconsin Statutes 36.27(2)) will pay 50% of the non-resident fee, except for senior citizens and OASDI status (see B/C). The fees will be published in the schedule of classes each term.
7. A student who is 60 years of age or older and a resident of Wisconsin according to Wisconsin Statutes 36.27(2) may audit eligible courses for free on a space available basis. Tuition will be waived, provided the student is registered for courses on an audit basis if this student is an audit only student.
8. Audit fees will be waived for disabled Wisconsin residents (Wisconsin Statutes 36.27(b)) who are receiving federal Social Security Disability Insurance (SSDI) or Supplemental Income Program (SSI) benefits under 42 USC4401 to 433. Verifiable documentation identifying the student as eligible for SSDI or SSI is required and should be attached to this form.
9. If a combination of audit and regular credit courses are taken in the same term of enrollment, the student will be charged regular tuition and fees for all course units, including those being audited by students who are 60 and over and those who might be receiving SSDI or SSI benefits. See paragraphs 7 & 8.
10. International Students must consult with the International Student Advisor before registering as an audit student.
11. Any special course fees will be assessed and paid by the student. Upon Activation an email will be sent with instructions regarding the accepting of Term and Conditions. The accepting of Terms and Conditions **is required** for all auditors prior to Registration. Students should not attend classes until they are enrolled.
12. A student who opts to enroll on an auditor basis under this policy may not change to a credit basis during the term of enrollment.
13. An audit (X) symbol will be recorded on the academic record if the instructor reports satisfactory class attendance.
14. Access to university services will be limited to the Library and to programs, services and facilities of the University Center. A special identification card (ID) will be issued for audit-only students, which will permit them limited access to the Library and the University Center. The full price of tickets for theatre department events, cultural affairs, athletic events and other events will be charged unless stated otherwise.