



# SMITH COLLEGE

Office of the Registrar, College Hall 102

## Registration Form for Auditors

### General Information

Course auditing is open to members of the local community on a space-available basis with permission of the instructor and the registrar. **Attendance must be in person.** Auditors may register during the first two weeks of classes only.

Permission to audit authorizes class observation only. Auditors wishing to participate more fully (e.g., class discussions, group activities, etc.) should receive instructor approval prior to registration. Instructors are not required to review or grade any work completed by auditors. Arrangements to take final self-scheduled exams should be made directly with the instructor; the registrar's office does not prepare final examinations for auditors. The costs of all materials and textbooks are the responsibility of the auditor. No grades or credit will be awarded for audited courses, and official records of audits are not maintained.

Auditors are responsible for knowing and abiding by all policies and procedures outlined in the Smith College Catalog and the Student Handbook. Failure to comply with auditing guidelines and college policies may result in removal from the class at the request of the instructor and/or limit future auditing privileges.

### To Register

- 1) Search for courses on the online course schedule search: <https://www.smith.edu/academics/academic-program/curriculum/course-search>  
Please note that Studio Art (ARS) courses may not be audited.
- 2) Contact the instructor to see if you may attend the first class meeting. If permitted to join the class, ask the instructor to sign below. Attendance must be in person.
- 3) Return the completed form to the registrar's office with payment (cash or check payable to Smith College) **within the first two weeks of classes.** Course audit registrations are not permitted after the second week of classes. (Note: Requests submitted prior to the beginning of the semester will be held until classes begin and seat availability is known.)

**Fees:** Standard course: \$50 per course/per semester

Beginning languages, performance (i.e., DAN & ESS), computer science: \$200 per course/per semester

I have previously audited classes at Smith College:  Yes  No

I have earned a high school diploma:  Yes  No

**Auditors who have not yet earned a high school diploma** must meet with a class dean before seeking permission of the instructor. Class Dean approval (signature): \_\_\_\_\_

Subject (e.g., GOV): \_\_\_\_\_ Course Number & Section (e.g., 101 02): \_\_\_\_\_

Course Title: \_\_\_\_\_ Instructor's Signature: \_\_\_\_\_

Employee/Spouse/Dependent – no fee  Retired Smith Employee – no fee  Alumnae/Community Members – fee applies

Name: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Date of Birth (MM/DD/YYYY): \_\_\_\_\_

*I understand and agree to adhere to the auditing guidelines above, as well as Smith College policies published in the College Catalog and Student Handbook.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Moodle Access:** After payment is received, Moodle access will be available within 2 business days. You will receive an email from Admin User (via Smith Moodle) <[noreply@smith.edu](mailto:noreply@smith.edu)> For questions about Moodle access please email [ithelp@smith.edu](mailto:ithelp@smith.edu)

A username & password will be assigned for one semester.

Registrar's Office Use: Date: \_\_\_\_\_  Cash  Check Received by: \_\_\_\_\_