

University of Hawai'i at Mānoa AUDIT APPROVAL FORM

Take completed form to the Records Service Window, Queen Lili'uokalani Center for Student Services, room 010. See instructions for dates. This form is not for Outreach College courses (Summer Sessions and Extension Terms).

Please Print

Name: _____
(Last) (First) (M.I.)

Semester: _____ Year: _____

UH Number or UH Username: _____

Circle Level: Undergraduate / Graduate

Add this course with "Audit" as the grading option:

Course Subject	Course Number	Section	Course Reference Number (CRN)	Credit Hours	Grading Option
Sample: ENG	100	001	1 2 3 4 5	03	

AUDIT

If approved, I will be changing from _____ to _____ credit hours.

Student's Signature _____ Date _____

Instructor's Approval

Print Instructor's Name (Last, First, M.I.) _____ Office Phone _____

Instructor's Signature Required _____ Date _____

College Student Academic Services Approval _____ Date _____
(Required after the Add period - see instructions on this form.)

College Remarks:

REMINDERS

- **HOLDS** must be cleared before changes can be made to your registration. View the 'Check My Registration Status' link on [MyUH](#) for holds on your account.
- 'Audit' must be an acceptable grading mode for the course. Check with the department offering the course.
- **Instructor's** signature is required.
- **Approval** from your College Student Academic Services office is required when the Add period has passed. See instructions and list of colleges on this form.
- **If you are exceeding the credit load** allowed for your student classification (19 credits for undergraduates, 16 credits for others), you must obtain approval from your College Student Academic Services office.



Records Staff Use _____ Date _____

Admissions and Records Office Copy

University of Hawai'i at Mānoa Instructions for Audit Approval Form

*** This form is not for Outreach College courses (Summer Sessions and Extension Terms). ***

- To audit a course, **students must obtain permission from the instructor**. This form requires (in this order): (1) Instructor's signature and (2) your College Student Academic Services representative's approval, when the deadline to add courses or change grading option has passed.
- The grading option 'audit' must be an acceptable grading mode for the course. Check with the department offering the course.
- Credits taken for audit do not count towards full-time/part-time status for academic purposes. These credits are included in your total credit load for the semester for tuition purposes. Auditors do not take course examinations and receive no academic credit. The audited course will appear on your transcript with the "L" grade.
- If you are exceeding the credit load allowed for your student classification (19 credits for undergraduates, 16 credits for others), you must obtain approval from your College Student Academic Services office.
- **Holds** will prevent you from making changes to your registration. View the 'Check My Registration Status' link on [MyUH](#) to ensure that all holds have been cleared.
- **Submit the completed Audit Approval Form** by the deadline for adding classes or changing grading options to the Records Service Window, Queen Lili'uokalani Center for Student Services, room 010. Hours: Mondays to Fridays, 8:00 am to 4:00 pm, excluding holidays. Valid photo ID required.
- Please refer to the current [Schedule of Classes](#) or [UH Mānoa Registration Homepage](#) for specific dates and additional information.

College/School Advising Locations (subject to change)

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| <ul style="list-style-type: none"> • Architecture – Architecture 202, 956-7225 • Arts & Sciences (declared majors) - Queen Lili'uokalani Center for Student Services 113, 956-8755 • Business – Shidler College of Business B101, 956-8215 • Communication Sciences and Disorders (formerly SPA) – 1410 Lower Campus Rd., 956-8279 • Dental Hygiene – Hemenway 200B, 956-8821 • Education – Everly 126, 956-7849 • Engineering – Holmes 250, 956-8404 • Graduate Division – Spalding 352, 956-8500 • Hawaiian Knowledge (Hawaiian Language) – Spalding 253, 956-7637 • Hawaiian Knowledge (Hawaiian Studies) – Kamakakūokalani 211A, 973-0979 • Medical Technology - Biomedical C206, 956-8557 | <ul style="list-style-type: none"> • Nursing - Webster 201, 956-8939 • Ocean & Earth Science & Technology
Hawai'i Institute of Geophysics 135, 956-8763 • Outreach College - Krauss 101, 956-7221 • Pacific & Asian Studies - Moore 416A, 956-0827 • Social Work - Henke 230, 956-3830 • Travel Industry Management - George 346, 956-8946 • Tropical Agriculture & Human Resources – Gilmore 210, 956-8183 • Mānoa Advising Center (General Arts & Sciences students and pre-majors) - Queen Lili'uokalani Center for Student Services 101, 956-7273 |
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