**AUDIT APPROVAL FORM**

**University of Hawai‘i at Mānoa**

**Registrar’s Office** 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.)_

**UH Number or UH Username:** __________________________

**Semester:** ___________________  
**Year:** _____________

**Circle Level:** Undergraduate / Graduate

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**Add this course with “Audit” as the grading option:**

<table>
<thead>
<tr>
<th>Course Subject</th>
<th>Course Number</th>
<th>Section</th>
<th>Course Reference Number (CRN)</th>
<th>Credit Hours</th>
<th>Grading Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sample: ENG</td>
<td>100</td>
<td>001</td>
<td>1 2 3 4 5</td>
<td>03</td>
<td>AUDIT</td>
</tr>
</tbody>
</table>

If approved, I will be changing from _____ to _____ credits.

**Student’s Signature**  
**Date**

| Instructor’s Approval (Required) |  
|-------------------------------|---|
| Print instructor's Name (Last, First, M.I.) | Office Phone |
| Instructor’s Signature | Date |

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**Required after the Add Period (from 11th calendar day of semester)**

- **Major Advisor or Graduate Chair** Approval (If required – see instructions on this form.)
- **Date**

- **College Student Academic Services Office Approval**  
  (See below for locations.)
  
  **Date**

**College Remarks:**

Registrar’s Office Copy  
(01/16) Form/Audit Approval Form Revised

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**X University of Hawai‘i at Mānoa**

**Instructions for Audit Approval Form**

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

**Auditors:** Regularly admitted students who register, with the consent of the instructor, for informational instruction only and who receive no credit. They do not take course examinations and the extent of their classroom participation is at the instructor’s discretion. Auditors are generally not allowed in art studio, laboratory science, mathematics, elementary and intermediate Hawaiian and foreign languages, creative writing, English composition, physical education, speech and other performance courses or in classes where they might displace credit students. Audit courses are entered on the student’s transcripts with a grade of L and are subject to regular tuition and fee charges. [Reference: Glossary 2015-2016 UH Mānoa Catalog]

**Since not all courses can be taken for the “Audit” grading option, please check with the department offering the course before obtaining approval from the instructor.**

- **The deadline to add courses and change grading options is the 10th calendar day of the semester.**
- **Selecting the “Audit” grading option requires in-person processing. Complete the Audit Approval Form** and take it to the Registrar’s Office 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.
- **Once registered in the audit grading option, you may not change to the A-F or CR/NC grading option unless you have written permission from your instructor. Return to the in-person registration site with the written approval on an Add Form** by the deadline to add classes if you wish to change the grading option back to A-F or CR/NC.
- **Since deadlines and procedures differ between adding and withdrawing from classes, please refer to the current UH Mānoa Registration Guide** for specific dates and payment information. You are responsible for the accuracy of your registration and for meeting all deadlines for changes in registration.

**College/School Advising Locations** (subject to change)

- Architecture – Architecture 202, 956-7225
- Advising Center for Arts & Humanities majors and Languages, Linguistics & Literature majors – Queen Lili‘uokalani Ctr for Student Services 113, 956-8755
- Biological Sciences majors – Edmondson 216, 956-8303
- Business majors
- Undergraduates – Business Administration B101, 956-8215
- MBA & MAcc – Business Administration G202, 956-8266
- MHRM & EMBA – Business Administration A303, 956-2219
- Communication Sciences & Disorders – 677 Ala Moana Blvd., Suite 625, 692-1581
- Dental Hygiene – Hemenway 200B, 956-8266
- Education majors – Everly 126, 956-7649
- Engineering & Pre-Engineering – Holmes 250, 956-8404
- Graduate Education students – Spalding 353B, 956-8544
- Hawaiian Knowledge majors
- Hawaiian Language – Spalding 253A, 956-7637
- Hawaiian Studies – Kamakakūokalani 211, 956-0642
- Mānoa Advising Center for Exploratory/General Arts & Sciences students and select pre-majors – Queen Lili‘uokalani Ctr for Student Services 101, 956-7273
- Medical Technology & Pre-Med Tech – Biomedical C206, 956-8557
- Nursing & Pre-Nursing – Webster 201, 956-8939
- Ocean & Earth Science & Technology majors – Hawai‘i Institute of Geophysics 135, 956-8763
- Outreach College for undergraduate unclassified students – Sinclair Library 310, 956-7221
- Pacific & Asian Studies majors – Moore 416A, 956-0827
- Physical Sciences majors – Queen Lili‘uokalani Ctr for Student Services 113, 956-8755
- Social Sciences majors – Dean 2, 956-0661
- Psychology & Pre-Psychology – Sakamaki D409, 956-8414
- Sociology – Saunders 248, 956-7693
- Social Work – Gartley 203, 956-7182
- Travel Industry Management – George 346, 956-8946
- Tropical Agriculture & Human Resources majors – Gilmore 1st Floor, ctahradv@hawaii.edu

*Obtain Graduate Chair’s signature on Audit Approval Form before the Office of Graduate Education