

Audit Course Registration Exception Form

Submit this form to request audit registration transactions which **are not available** on Self Service Carolina. Refunds associated with these transactions are based on published course registration deadlines.

In order to submit this form you must answer **no** to both questions below:

___ NO ___YES: Are you submitting this form to register/add a course as audit after the last day to add/drop? If you answered yes, you must complete the Registration Exception Form (AS-199).

___NO___YES: Are you submitting this form after the last day of class? If you answered yes, you cannot submit this form. Contact your academic dean regarding withdrawing after the last day of class.

Student Name: _____
Last First Middle Initial

Student USC ID: _____ Email: _____

Term: Fall _____ Spring _____ Summer _____ Year: _____

| Requested Action | Course Subject & Course # | Course CRN | Credit Hours |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|-------------------|---------------------|
| Add Audit Students must be registered in the course before submitting this form. *Instructor Signature: _____ *(All "Add Audit" requests must be approved by instructor) | | | |
| Change Audit To Credit (Through the Last Day to Add/Drop) | | | |
| Drop/Delete Audited Course (Through the Last Day to Add/Drop) | | | |
| Withdraw-W Grade (After Last Day To Add/Drop) | | | |

Student Signature: _____ Date: _____

Signing this form acknowledges that this request may affect fees and financial aid eligibility.