

# Audit Course Registration Exception

**REG**Initials \_\_\_\_\_  
Term \_\_\_\_\_

## Instructions

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

## Complete the Following

Student Name: \_\_\_\_\_ USC ID: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Term: \_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer Year: \_\_\_\_\_

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

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).

\_\_\_\_\_ Yes \_\_\_\_\_ No

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.

\_\_\_\_\_ Yes \_\_\_\_\_ No

Requested Action	Subject & Course Number	Course CRN	Credit Hours
<b>Add Audit</b> Students must be registered in the course before submitting this form.			
<b>Change Audit to Credit</b> Through the last day to Drop/Add			
<b>Drop/Delete Audited Course</b> Through the last day to Drop/Add			
<b>Withdraw- W Grade</b> After last day to Drop/Add			

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

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

Instructor Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_

\*Required for Add Audit only

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UNIVERSITY OF  
**South Carolina**