

## AUDIT CHECKLIST

### General UTSA Information

1. **Bacterial Meningitis vaccine requirement:** All students attending UTSA under the age of 22 must provide documentation of the vaccine. Go to <http://utsa.edu/health/> to read the bacterial meningitis notice and view information on providing documentation.
2. **Community borrowing program:** Non-student auditor who would like library privileges may receive them through the community borrowing program. More information available at <http://lib.utsa.edu> or at the UTSA Library front desk on the 3<sup>rd</sup> floor of the John Peace Library Building.
3. **Parking:** All students who park on campus must have a UTSA parking permit. Permits are available at the Parking and Transportation Services Office in the Multidisciplinary Studies Building, 1<sup>st</sup> floor.

### Audit Approval Process

1. Obtain Audit Course Form online <http://utsa.edu/registrar/forms/auditcourse.pdf>. A separate form must be completed for each course to be audited. No grades will be provided, no credit will be awarded, and no official records are made of audit enrollments.
2. Fill out all personal information including email. *Audit students must have a valid email account. PLEASE WRITE LEGIBLY.*
3. Fill out correct course information. Due to the format of studio/laboratory/computer use, auditors will not be approved for ART courses or any course that requires the use of University computing systems.
4. You can check the ASAP schedule of classes to see if a course has open seats (auditing a course is subject to space availability)
  - a. Go to <https://asap.utsa.edu>
  - b. Click on Class Schedule under ASAP Resources
5. Obtain signatures of (1) Instructor, (2) Department Chair. Go to <http://utsa.edu/directory/> for instructor and department chair locations, phone and email. NOTE: Auditing is at the discretion of the instructor.
6. Go to **Fiscal Services** on the 1<sup>st</sup> floor of the John Peace Library Building to pay for the audit course fee. NOTE: You cannot register for a course if there are no seats available. Check ASAP for seat availability.
7. Submit this form no sooner than the first day of classes to Office of the Registrar in the Multidisciplinary Studies Building 2.02.24. \*Seat availability and holds are checked. If no seats are available, or if registration holds exist, the course will not be added.

### Audit Course Fees

- Non-registered UTSA student - non-refundable auditing fee of \$50.00 per course
- Registered UTSA students - non-refundable fee of \$25.00 per course
- Persons 65 and older – no fee

NOTE: Any prior fiscal balance with the University may prohibit the processing of your audit.

*The deadline to add an audit course is always the 12<sup>th</sup> day after classes begin (census day). No forms will be accepted past this date. Once your form has been processed (1-2 business days), you will receive instructions to activate your myUTSA ID and passphrase. This will be sent to the email provided on the audit course form within 1-2 business days after processing. You must activate your myUTSA ID (abc123) and passphrase in order to access Blackboard LEARN (UTSA's learning management system). Until your audit form has been approved and processed, you are not eligible to attend class.*

Questions regarding the processing of your audit course form – Contact the Office of the Registrar 210-458-7070

