

AUDIT REGISTRATION FORM

Last: _____ First: _____ Middle: _____ FLCC ID/SSN: _____

Year: _____

Term (check one):

Fall

Spring

Summer

Winter

| Subject Prefix | Course Number | Section | Course Title | Credit Hours | Meeting Days and Times | Instructor |
|----------------|---------------|---------|--------------|--------------|------------------------|------------|
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*****Please see page 2 for registration instructions and audit information*****

Legal/Permanent Address: Check box if this is an address change

_____ Street _____ City _____ State _____ Zip _____ Home Phone _____ Cell Phone _____

_____ Email Address _____ Birth Date _____ Gender (F/M) _____

Ethnicity/Race (optional):

Ethnicity: Are you Hispanic/Latino (check one)? Yes No

If Hispanic/Latino, please indicate your background (select one):

Central American Dominican Mexican Puerto Rican South American Cuban Other Hispanic/Latino

Please indicate your race (select one or more):

American Indian/Alaskan Native Asian Black or African American Native Hawaiian/Pacific Islander White

Have you been expelled and/or dismissed from a college for disciplinary reasons? Yes No

Would you like to receive important text messages related to your FLCC application and enrollment process? Yes No

One Stop Center

3325 Marvin Sands Drive
 Canandaigua, NY 14424-8395
 (585)785-1000
 Fax (585)785-1735
 Email: onestop@flcc.edu

STUDENT SIGNATURE (required):
 FLCC has a Student Code of Conduct Policy that outlines the rights and responsibilities of students, behaviors prohibited on or off campus and possible sanctions. I understand the policy pertains to me while I am enrolled at FLCC and can read the Policy at <http://www.flcc.edu/offices/judicial> or in the Student Handbook and Academic Planner. I certify that I have met all stated prerequisites for the course(s) listed above. I acknowledge that my tuition and fees will be paid by the tuition due date and that I am liable for any collection fees as a result of my failure to pay, including, without limitation, collection agency costs and fees, court costs and fees, attorney costs and fees. If I decide not to attend FLCC, I will submit an Official Withdrawal form on WebAdvisor, prior to published deadlines, and I realize that non-attendance in class will not relieve my financial responsibility. I understand that FLCC may use an automated calling system and a pre-recorded message to contact me by phone regarding my affiliation with the college. I have reviewed and understand the college's refund policies, which can be found at <http://www.flcc.edu/offices/bursar/refunds.cfm>. By signing this form, I acknowledge that I can read and understand the statements and policies as set in the FLCC catalog.

Student Signature **Date**

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|----------|------------------------|--|---|---|--|---------------|-----------------------|-------------|
| 09/10/18 | OFFICE USE ONLY | <input type="checkbox"/> <u>Alumni Audit</u> RGN w/SCA STAC FGID | <input type="checkbox"/> <u>ARC Audit</u> RGN FGID | <input type="checkbox"/> <u>Community Audit</u> RGN FGID | <input type="checkbox"/> <u>Senior Audit</u> RGN w/SCA STAC FGID | RGN By: _____ | Audit Steps By: _____ | Date: _____ |
|----------|------------------------|--|---|---|--|---------------|-----------------------|-------------|

Audit Registration Instructions:

Below you will find the different types of audits that are permitted here at Finger Lakes Community College and the Audit Registration Process.

Alumni Audit

Past FLCC graduates who make a contribution through the Alumni Association are permitted to take one course free of tuition, examination, grading or credit. This auditing privilege is restricted to courses that are offered for college credit. Any materials or supplies that are needed for class and that are not covered by normal tuition will be the responsibility of the person auditing the class. (This includes text books, lab supplies or special course related fees). Please visit <https://give.flcc.edu> and click on 'Alumni Association'. On the Alumni page, click on 'Alumni Association Benefits' to review information about this benefit. To be eligible for an Alumni Audit, your registration form must include a contribution certificate. Contact the Alumni Association at 585-785-1454 or email alumni@flcc.edu for more information about contributing.

Community Audit

A community member may take a course without examination, grading or credit. This auditing privilege is restricted to courses that are offered for college credit. Community auditors pay full Tuition and Fees plus any required materials or supplies and must supply a Certificate of Residency (more info at <http://flcc.edu/offices/bursar/certifresidence.cfm>).

Senior Citizens Audit

FLCC permits persons sixty years of age or over to audit courses without tuition, examination, grading or credit on a space-available basis. This auditing privilege is restricted to courses that are offered for college credit. Any materials or supplies that are needed for class and that are not covered by normal tuition will be the responsibility of the person auditing the class. (This includes text books, lab supplies or special course related fees).

Audit Registration Process

1. Visit WebAdvisor to view course offerings to find a course that meets your needs. (<https://webadvisor.flcc.edu/>)
2. Complete the Audit Registration Form with the complete course information (ex: PSY 100 01).
3. Go to the first scheduled class date and ask the instructor if they will accept you as an auditor. Have them sign below the course information on the registration form. Registration forms must be submitted to the One Stop Center by the end of the drop add period (3rd week of the semester).
4. Bring the completed registration form to the One Stop Center for processing.
5. Visit <http://www.flcc.bkstr.com> for book(s) and supplies information.