Steps for Auditing a Course

What are the steps for auditing a course?

1. Student must have an active Apply Texas Application on file. If there is no active application, the student should contact the Office of Admissions and Records and indicate that they intend to take Audit Course(s). (Audit Course(s) cannot be added if there is no active application on file).
2. If there is space available in course/section, student must obtain permission from the professor of course/section.
3. If student obtains permission, the department must email their approval to the Office of Admissions and Records for processing. Email should be directed to July Moreno (judy.moreno@tsc.edu) and should include Student's name, Student's ID number, contact information, and course/section being audited.
4. Once this information is received, our office will process the registration and notifying the department.
5. At this point, the student will be able to pay the $50.00 per credit fee associated with auditing a course.

Additional Auditing Information

- ❖ Audit requests for long semester (Fall/Spring) cannot be made until the 7th class day.
- ❖ Audit requests for short semesters (Summer) cannot be made until the 3rd class day.
- ❖ Audit course(s)/section(s) is on space available basis.
- ❖ Audit fees are Nonrefundable
- ❖ Courses audited will reflect on transcript with a grade issued of AU.
- ❖ Audit students do not receive credit for course.
- ❖ Audit course cannot be used toward diploma or degree requirements.