Community Auditor Application

Enrollment in the requested class is subject to the approval of the instructor and the school offering the course. Enrollment is dependent on seat availability at the time the class starts. Community auditors in high school must be in either their junior or senior year. First-time students will be charged a $100 transcript fee; additional fees may be charged based on the policies of the school offering the course. The Office of the University Registrar will notify the student via email the day before the class begins as to the enrollment status for the course.

PART 1: Bio-Demographic Information
Applicant: Complete the below information

Last Name   First Name   Middle Name

Student ID number *(if applicable, 000######)*

Address, City, State, Zip   Phone

Email   Birth Date*   Birth Place

Citizenship*   If not a U.S. citizen, list VISA type*   Gender (M or F)*

Are you Hispanic / Latino?* _____No _____Yes

What is your race?*

_____American Indian / Alaska Native   _____Black / African American   _____Two or more races

_____Asian   _____Native Hawaiian / Oth Pacific Island   _____White

* *Information required by U.S. Department of Education*

Have you ever **applied** to Vanderbilt University before? (check one) ☐ YES ☐ NO   If yes, when?_____

Have you ever **attended** to Vanderbilt University before? (check one) ☐ YES ☐ NO   If yes, when?_____

Are you currently employed by Vanderbilt University? (check one) ☐ YES ☐ NO

**Have you ever been suspended or expelled from a school? (check one) ☐ YES ☐ NO

**Have you ever been adjudicated guilty or convicted of a misdemeanor, felony, or other crime? (check one) ☐ YES ☐ NO

[Note that you are not required to answer "yes" to this question, or provide an explanation, if the criminal adjudication or conviction has been expunged, sealed, annulled, pardoned, destroyed, erased, impounded, or otherwise ordered by a court to be kept confidential.]

**If you answered "yes" to either or both questions, please attach a separate sheet of paper that gives the approximate date of each incident, explains the circumstances, and reflects on what you learned from the experience.

By signing below, I verify that I understand the above audit policies, and I hereby agree to be bound by all policies, procedures, and regulations of Vanderbilt University, both those presently existing and those subsequently amended or adopted, including the Honor System. I certify that all information submitted in the admission process is my own work, factually true, and honestly presented. If I provide false information, I understand that I may be subject to a range of possible disciplinary actions, including admission revocation, expulsion, or revocation of course credit, grades, and degree.

Applicant Signature   **Date**

Community Auditor Application

Part 2: Requested Course Information
Applicant: Take this form to the instructor to request approval to enroll as an auditor in the class.

Briefly explain your reasons for wanting to audit this course:

_____

_____

_____

Semester (e.g., Fall, Spring)   **Year**

_____

Subject (e.g., ENGL)   **Course Number (e.g., 1100)**   **Section Number (e.g., 04)**

_____

Title of Course   **Instructor PRINTED Name**

_____

Instructor Signature of Approval   **Date of Approval**

_____

School Approval (Typically Assist. or Assoc. Dean)   **Date of Approval**

Part 3: Submit Application
Applicant: Return fully completed form to the Office of the University Registrar.

Vanderbilt University
Office of the University Registrar
PMB 407701
110 21st Avenue South, Suite 110
Nashville TN 37240-7701
FAX 615-343-7709

Do not email this document if FERPA-protected information (e.g., SSN) is included.

_____

Part 4: To Be Completed by the Office of the University Registrar

VU School that owns this course:_____

Approval of OAS and/or UAD of above school:_____

URO clearance to enroll (day before classes start): _____

Admit/Enrollment date:_____

Student Notified:_____

Updated/URO June 8, 2018