

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

*****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 _____ Legal Sex (F/M) _____ (Optional) Gender Identity (F, M or X [unspecified or other gender])

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 request a copy from the Office of Community Standards. 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 a 'Complete Official from all classes' 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**

01/23/20	OFFICE USE ONLY	<input type="checkbox"/> <u>Alumni Audit</u> RGN 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 STAC FGID	RGN By: _____	Audit Steps By: _____	Date: _____
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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. Please Note: Contributing to the Alumni Association does not guarantee an audit of a specific course. The auditing option is based on a space available basis.

Registration Process

1. **Find your class** - Visit [WebAdvisor](https://webadvisor.flcc.edu/) at <https://webadvisor.flcc.edu/> to view course offerings to find a course that meets your needs.
2. **Seek approval** – Complete this form, and reach out to the instructor to see if they will accept you as an auditor. Have the instructor sign below the course information on the registration form, or send you an approval email.
3. **Register** - Submit the registration form to the One Stop Center for processing.
*If emailing, please call the One Stop Center to request an encrypted link – please do not send this form through standard email). **Registration Forms must be submitted to the One Stop Center by the end of the drop add period (3rd week of the semester).**
4. **Pay (if applicable)** - Pay any course specific fees, see www.flcc.edu/costs for more information. As an Alumni Auditor, you will be exempt from standard tuition and fees.
5. **Get ready for class** - Prepare for class by looking up book information, and familiarize yourself with online courses (if taking an online course)
Visit www.flcc.edu/bookstore for book(s) and supplies information.
Visit www.flcc.edu/online for more information about online courses.

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 the cost of any required materials or supplies. A [certificate of residency](#) is also required.

Registration Process

1. **Find your class** - Visit [WebAdvisor](https://webadvisor.flcc.edu/) at <https://webadvisor.flcc.edu/> to view course offerings to find a course that meets your needs.
2. **Seek approval** – Complete this form, and reach out to the instructor to see if they will accept you as an auditor. Have the instructor sign below the course information on the registration form.
3. **Register** - Submit the registration form to the One Stop Center for processing.
*If emailing, please call the One Stop Center to request an encrypted link – please do not send this form through standard email). **Registration Forms must be submitted to the One Stop Center by the end of the drop add period (3rd week of the semester).**
4. **Pay** - Pay for tuition and fees, see www.flcc.edu/costs for more information.
5. **Submit supplemental forms** – Provide the college with a Certificate of Residence (if NYS Resident) and Immunization Records.
Visit www.flcc.edu/offices/bursar/certofresidence.cfm for information regarding residency.
Visit www.flcc.edu/studenthealth/immunization.cfm for information regarding immunizations.
6. **Get ready for class** - Prepare for class by looking up book information, and familiarize yourself with online courses (if taking an online course)
Visit www.flcc.edu/bookstore for book(s) and supplies information.
Visit www.flcc.edu/online for more information about online courses.

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).

Registration Process

1. **Find your class** - Visit [WebAdvisor](https://webadvisor.flcc.edu/) at <https://webadvisor.flcc.edu/> to view course offerings to find a course that meets your needs.
2. **Seek approval** - Complete this form, and reach out to the instructor to see if they will accept you as an auditor. Have the instructor sign below the course information on the registration form. **Please do not reach out to the instructor until the first day of classes (for an on-campus class), or preview week (for an online course).**
3. **Register** - Submit the registration form to the One Stop Center for processing.
*If emailing, please call the One Stop Center to request an encrypted link – please do not send this form through standard email). **Registration Forms must be submitted to the One Stop Center by the end of the drop add period (3rd week of the semester).**
4. **Pay (if applicable)** - Pay any course specific fees, see www.flcc.edu/costs for more information.
5. **Submit immunization records (if applicable)** – Provide the college with Immunization Records.
Visit www.flcc.edu/studenthealth/immunization.cfm for information regarding immunizations.
6. **Get ready for class** - Prepare for class by looking up book information, and familiarize yourself with online courses (if taking an online course)
Visit www.flcc.edu/bookstore for book(s) and supplies information.
Visit www.flcc.edu/online for more information about online courses.