

# Instructions for applying for an Audit through the Non-Degree Seeking Application

- Go to [applynow.usu.edu](http://applynow.usu.edu), select **Create an Account**, and proceed to fill out personal information
  - Select anticipated start semester
  - Under **I plan to enter USU as a:** section select **Non-Degree Seeking Student**
  - Select a program for General Academic Area of Interest and intended campus of study
- After filling out information and clicking **Create Account** select **2. Start an Application**
  - Scroll down to **Non-Degree Seeking Students** and select the [Non-Degree Seeking Application](#) link
  - Click **Next** to proceed onto application
  - Click **Save and Continue** and proceed to fill out the application
  - Once you have reached the **Academic Course of Study** tab, you will be asked to fill out Planned Course of Study
    - Under **What is your educational intent** select **Audit** or **Audit Classes (Utah Senior 62 years of age or older)** depending on applicants intent
  - Continue to fill out the application and **Submit Application** after completion

**Once your application has been processed, you will receive an Admissions email. Then proceed with Registration at the Registrar's office, TSC 246.**

**Any questions pertaining to filling out the application can be directed to the Admissions Office, 435-797-1079.**

## **AUDIT GUIDELINES:**

### **Current USU Students**

Admitted students who wish to audit a class must register as auditors. Auditing is dependent on space, resource availability, and instructor approval. No credit or grade points will be granted. The regular tuition and course fees will be assessed. At no future time may students request or receive credit for the audited course by any other means than by officially registering for the course and doing the required work. Audit requests, approved by the instructor, must be submitted to the Registrar's Office and tuition and fees must be paid before class attendance is permitted. Students are not permitted to register as auditors during Early Registration.

### **Utah Resident's 62 Years of Age and Older**

House bill 60 (1977) permits Utah Residents 62 years of age or older to audit university classes. Classes which are full at the time of an audit request are unavailable. Credit seeking, full-tuition paying students have first priority in the registration process. A flat fee of \$10 per semester, *plus any course fees or special fees that may be attached to classes* is charged for House Bill 60 (1977) registration.

#### **Application Materials**

- Audit Application for Admission filled out through the Non-Degree Seeking application at [applynnow.usu.edu](http://applynnow.usu.edu)

### **USU Employees and their Spouse (Visiting Scholars)**

Complete the Audit Application through the Non-Degree Seeking application which can be found at [applynnow.usu.edu](http://applynnow.usu.edu). Return completed *Application for Auditing University Courses* and *Registration Options Form* to the Registrar's Office.

#### **Application Materials**

- Audit Application completed through the Non-Degree Seeking application
- *Application for Auditing University Courses* and *Registration Options Form* (obtained from the Human Resources Department)
- Nonrefundable \$10 Application Fee paid to the Registrar's Office (spouse only)