



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 reverse for registration instructions and audit information

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

Street Address _____ City _____ State _____ Zip _____ County _____ Phone Number _____

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 convicted of a felony? ☐ Yes ☐ No

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

(Applicants with juvenile or youthful offender status are not required to respond to the felony question.

Affirmative responses to either question will not automatically prevent registration; however, further information will be requested to ensure compliance with the FLCC Admissions Review Policy.)

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 a <http://www.flcc.edu/pdf/registrar/withdrawalform.pdf> to Educational Planning and Career Services 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

OFFICE USE ONLY	RGN (Pass/Audit), detail to SRGC (billing credits, if necessary) <input type="checkbox"/>	STAC, detail on course to SACD (Cred/Conversion) <input type="checkbox"/>	FGID (Final Grade of AU) <input type="checkbox"/>	Processed By: _____	Date: _____
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Nondiscrimination Notice: Finger Lakes Community College does not discriminate based on an individual's race, color, national origin, religion, creed, age, disability, sex, gender identity, gender expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction.

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 contact the Alumni Association at 585-785-1454 or email alumni@flcc.edu for more information.

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/certofresidence.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.
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.