

Undergraduate auditor class entry form



Office of the Registrar | Student Support Services

Community members and UVic students can audit up to three units of undergraduate courses in an academic session (most courses are equivalent to 1.5 units).

- **Winter Session** includes courses in the Fall (Sept-Dec) and Spring (Jan-Apr) academic terms.
 - If you audit three units in the Fall, you won't be able to audit in the Spring.
- **Summer Session** includes courses that take place from May-August.

Permission **must** be granted for you to audit a course by:

- Having course instructors sign this form in the spaces provided, **OR**
- Attaching emails from course instructors confirming their permission to audit.

Student information

Student's name: _____

Email address: _____

UVic student status: I have not previously applied to or attended UVic.
I previously applied to or attended UVic, but I don't know my student number.
I'm a current or former UVic student and have my student number.

UVic student number: _____ *If you don't have a student number (or don't know it), complete the Additional Student Information on Page 2.*

Course requests

You can only request to audit courses for **one** academic term/session at a time: Fall, Winter or Spring.

Academic term/session: _____ (e.g., Fall 2023, Spring 2024, Summer 2024)

Course #1

Course code: _____ Lecture section: _____

Lab section (if applicable): _____ Tutorial (if applicable): _____

Instructor's name: _____ Instructor's signature: _____

Course #2

Course code: _____ Lecture section: _____

Lab section (if applicable): _____ Tutorial (if applicable): _____

Instructor's name: _____ Instructor's signature: _____

Additional student information

Additional student information is **only required if you don't provide a UVic student number**. This information will be used to locate your existing UVic student record or create a new one.

Street address: _____

City: _____

Province: _____ Postal code: _____

Date of birth: _____ (Month Day, Year)

Gender identity: Man Non-binary Woman Prefer not to answer

Gender expression: Cisgender (People whose sex assigned at birth is the same as their gender)
Transgender (People whose sex assigned at birth is different from their gender)
Prefer not to answer

Country of citizenship: _____

*If you are **not** a Canadian citizen, please indicate your status in Canada. Proof of status may be requested at a later date.*

Status in Canada:	Permanent resident/landed immigrant	Other visa
	Diplomat	Refugee (status granted)
	Live-in caregiver	Student authorization/student visa
	Minister's permit	Visitor
	Non-Canadian, status unknown (including refugee claimants)	

Submitting your auditing request

Submit your completed request (with permission from course instructors) by email to studentsupport@uvic.ca, or by delivering it to the [Office of the Registrar](#) in the Jamie Cassels Centre.

- Auditors will only be registered after the deadline for credit-seeking students to add courses has passed.
- Auditors will **not** be registered in courses that are full.

After your request is processed, we'll email you to confirm your registration.

Consent and confidentiality

By submitting this request, you confirm that you have accurately represented your circumstances. This information is collected under s. 26(c) of the Freedom of Information and Protection of Privacy Act. If you have any questions or concerns about how your personal information is handled please contact privacyinfo@uvic.ca.