Cal State Monterey Bay | Office of the Registrar — Course Audit Form

Instructions: This form is used by students to request to AUDIT a class during the semester add/drop period.

1. Use a separate form for each request and include only one course and any co-requisite courses per form.
2. If the course has been previously taken, and the course is not repeatable for credit, a completed and approved Course Repeat Petition will need to be included with the Course Audit request.
3. Complete Parts 1 and 2 of the form; provide all student information and course information.
4. Email the completed Course Audit form as an attachment to the instructor of the course you wish to add. Your request to add must come from your CSUMB email and be sent to the instructor's CSUMB email.
5. If approved, the instructor will forward the completed Course Audit form, with their approval of the request to the records@csumb.edu for processing.
6. The Office of the Registrar will notify you at your CSUMB email when the Course Audit form has been

Deadlines

The Course Audit form is to be submitted during the semester add/drop period. Forms must be received by 5pm of the last date for that semester's add/drop period.

Part 1: Student Information

STUDENT ID	LAST NAME	FIRST NAME
PHONE NUMBER	**E-MAIL ADDRESS**	
STUDENT SIGNATURE or TYPED NAME		**DATE**

Part 2: Course Information

Action (Audit)	Class Number	Subj. & Course No. (Ex. Kin 100)	Section	Units

OFFICE USE ONLY:	
Processed by:	Date:

OFFICE OF THE REGISTRAR• STUDENT SERVICES BUILDING 47•100 CAMPUS CENTER • SEASIDE, CA 93955
PHONE (831) 582- 3085• records@csumb.edu

Revised: 08/15/2024