LEEWARD COMMUNITY COLLEGE

Request to Audit a Course

Auditors enroll for informational instruction only and may register for classes only with the approval of the instructor. An “L” grade will be recorded on your permanent academic record and transcript. Although no credits are earned for courses audited, regular tuition and fees must be paid by auditor.

TO AUDIT A CLASS:

You can request instructor approval via email from your hawaii.edu account. Email the instructor:

- Reason for wanting to audit the class
- CRN
- Course Alpha and Course Number

Once the instructor sends an email approval, submit the following to Admissions and Records Office by the deadline (see academic calendar):

- From your hawaii.edu email, send your request to leeapply@hawaii.edu
- Subject: Request to Audit Class

In the body of your email please include:

1. Your Full Name
2. Student ID Number
3. CRN
4. Course Alpha and Course Number
5. Email you sent to the instructor requesting late registration
6. Email response from instructor approving your request

By submitting the above information to the Admissions and Records Office, I understand that:

1. An “L” grade will be recorded on my academic transcript and no academic credit will be earned.
2. A $5.00 registration fee will be charged to my account.