



VWCC Records Office • 3094 Colonial Ave., SW • Roanoke, VA 24015-4704
records@viriniawestern.edu / Fax: 540-857-6102

To audit a course the student must obtain permission from the appropriate division dean. Audited courses carry no credit and do not count as part of the student's course load. **Students wishing to change status in a course from credit to audit must do so within the add/drop period for the session. Audited courses are not eligible for Financial Aid.**

This is to acknowledge that the following student is enrolled in _____(course), _____(section) and is authorized to audit the course. The course begin date is: _____. The course drop date is: _____.

<i>Student Name:</i>	<i>Empl ID:</i>	<i>Phone:</i>
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APPROVALS:

Division Dean *Date*

Records Staff _____	Date _____
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Registrar *Date*

White Copy - Student File

Yellow Copy - Dean

5/2016



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