

The University of Texas at Tyler
Application for Course Audit

When do you plan to enter UT TYLER?

Do you have a bachelor's degree? Yes No

Semester: _____ **Year:** _____
(Fall, Spring, Long Summer, Summer I, or Summer II)

Social Security Number: _____

Last Name: _____ First Name: _____

Middle Name: _____ Other Names: _____
(Include other names that may appear on other documentation.)

Mailing Address: _____

City: _____ State: _____ Zip: _____ Texas County: _____

Country: _____ Home Phone: _____ Alternate Phone: _____

Birth Date: _____ Place of Birth: _____
City State Country

If you are a US Citizen and were born outside the US, please explain how you became a US Citizen:

E-mail Address: _____

Emergency Contact Name: _____ Emergency Contact Phone: _____

The following information is collected for institutional, state, and federal reports, is optional and will be used in a non-discriminatory manner, consistent with applicable civil rights laws.

Gender: Male Female
Ethnicity: American Indian or Native American Asian or Pacific Islander
 Black, Non-Hispanic Hispanic White, Non-Hispanic

Special Audit Information:

1. A student may not audit a course offered on an individual instruction basis, a course requiring the use of laboratories, computer or studios, receive credit for the course, nor be eligible for advanced standing examination.
2. Participation in class activities is at the discretion of the instructor.
3. A student who audits a class **is not eligible** to use the library, fitness center, or computer labs.
4. A student who audits a class must have a valid UT Tyler parking permit. The parking permit is in addition to the audit fee.
5. A student who audits will not be issued a UT Tyler student ID card.
6. A student who audits a course must meet the bacterial meningitis vaccination requirements.

I have read and understand the Special Audit Information listed above. _____

Initial Date

I certify that the information on this application is complete and correct to the best of my knowledge. If my application is accepted, I agree to abide by the policies, rules and regulations at The University of Texas at Tyler. I authorize the university to verify the information I have provided. I further understand that this information will be relied upon by the officials of the university in determining my admission and that the submission of false information is grounds for rejection of my application, withdrawal of an offer of acceptance, cancellation of enrollment, and/or disciplinary action.

Signature: _____

Date: _____

General Information

1. Complete the Course Audit Request form available in the Enrollment Services Center (ESC).
2. A student may not audit a course offered on an individual instruction basis, a course requiring the use of laboratories, computer or studios, receive credit for the course, nor be eligible for advanced standing examination. Participation in class activities is at the discretion of the instructor.
3. **Social Security Number:** Disclosure of your Social Security Number (“SSN”) is requested for the student records system of The University of Texas at Tyler (the “University”) and for compliance with Federal and State reporting requirements. Federal law requires that you provide your SSN if you are applying for financial aid. Although an SSN is not required for admission to the University, failure to provide your SSN may result in delays in processing your application or in the University’s inability to match your application with transcripts, test scores, and other materials. Student SSNs are maintained and used by the University for financial aid, internal verification, and administrative purposes, and for reports to Federal and State agencies as required by law. The privacy and confidentiality of student records is protected by law and the University will not disclose your SSN without your consent for any other purposes except as allowed by law.
4. **Information Laws and Practices:** With few exceptions, you are entitled on your request to be informed about the information The University of Texas at Tyler collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under Section 559.004 of the Texas Government Code, you are entitled to have The University of Texas at Tyler correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in The University of Texas System Business Procedures Memorandum 32. The information that The University of Texas at Tyler collects will be retained and maintained as required by Texas records retention laws. (Sections 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.
5. **Special Accommodations:** If you have a disability for which you need accommodation, please contact the Office of Counseling and Testing in University Center 282 or at 903-566-7079 (TDD 565-5579). In order to receive accommodation the first week of class, an application for accommodation and verification information from a qualified professional must be on file 30 days before classes begin each semester.
6. **Questions regarding data collected** may be directed to the Registrar at 903-566-7469.

Mail or fax completed application to:

The University of Texas at Tyler
Enrollment Services Center
3900 University Blvd
Tyler, TX 75799

Fax: 903-566-7183
Phone: 1-800-UT TYLER
enroll@uttyler.edu