

LEARN MORE. *Grow Together.*

TAKE ADVANTAGE OF YOUR CLASS AUDIT BENEFIT!

A great opportunity for staff development and personal growth.



WHAT DOES **AUDIT** MEAN?



A DIFFERENT WAY TO LEARN.

To audit a class means formally registering to attend a course for **lectures and self-enrichment**, but without receiving academic credit, a grade, or being required to take exams.



It allows you to **learn purely for personal interest** or to **prepare for advanced courses** without the pressure of a GPA.



A BENEFIT FOR *Full-Time Staff*

A full-time employee may audit classes **without paying** the usual tuition and fees. This benefit is contingent upon approval of your supervisor and the course instructor.

FOR MORE INFORMATION AND TO SIGN UP FOR A CLASS



*Scan
the QR
code!*



WHY AUDIT A CLASS?

- ✓ Expand your knowledge
- ✓ Explore topics that interest you
- ✓ Enhance job skills and professional growth
- ✓ Stay engaged with the university community

Because learning never stops!

★ CLASS AUDITOR REGULATIONS ★



Auditing opportunities are **subject to the availability** of facilities, equipment, and seats in the class. The instructor may delay a decision until regular enrollment is determined for the semester.



Permission to audit entitles the staff member to attend class for professional development and learning purposes, but not to submit assignments, participate in class discussions or fieldwork, or receive evaluations. If Blackboard access is provided, auditors may view course content and materials for **observation only** and **may not participate** in course activities. Blackboard availability varies by course.



The staff names will **not be entered** on the class rolls or permanent records. No academic record or transcript is provided.



Laboratory courses, online or hybrid courses, or individual instruction courses are **not available** for audit.



The supervisor must verify that the employee's attendance in class will **not** adversely affect department services. The employee will be expected to take vacation time or make up any time spent in class and away from the designated work area.



Auditors should be mindful of any **prerequisite knowledge** expected for the course.



An Initiative of Staff Council

Staff Council is committed to supporting your growth, well-being, and professional development.