Auditing a Course

A student may register for a course with the status of NC (Not for Credit) with the instructor’s permission and if there is a valid reason. To have the grade of NC appear on his/her transcript, the current student must first register for the course and then submit a petition to change to Audit/NC. Audited courses are billed as regular tuition and students in an audited courses are still required to comply with any conditions stipulated by the course instructor. If a student registers as NC and fails to satisfy all conditions, no record of this registration in the course will be made. The Registration Action Form is used to request that a course be recorded as an audit.

Submitting a Registration Action Form (RAF):

Registration Action Form (also known as blue slips for prerequisite, capacity, time conflicts, department or instructor approval) is now available on Trailhead. From Trailhead, click on the Student link on the left-hand side of the landing page. Under the Student Services portlet select “Registration Action Form.” Complete the required course information, select “Audit” as the change you are wanting and then submit the form. Your request will automatically be sent to the appropriate department and if approved, the audit change will be processed.

All students must register for the course on a credit basis before requesting to audit the course. (To request an Audited/NC course be changed back to being credit-based, please email registrar@mines.edu.)
All NC courses are counted towards a student’s total enrolled hours. Tuition and fees must be paid for all credit based and noncredit-based courses.

All requests for audits or changes from no credit to credit must be received by Census Day. There are NO exceptions to this deadline due to strict legislation from the state and federal governments concerning audited courses.

**Contact Us**

**Registrar's Office**  
Student Center, Suite E280  
1200 16th Street  
Golden, CO 80401  
Hours: Mon-Fri, 8 am-5 pm

**Registration or student record questions**  
registrar@mines.edu  
303-273-3200  
FAX: 303-384-2253

**Residency petition & COF questions**  
residency@mines.edu

**Transfer credit questions**  
transfer@mines.edu

**Military and VA Benefit related questions**  
veterans@mines.edu

**Graduation questions**  
graduation@mines.edu