Informal Audit of Undergraduate Credit Courses through the
Office of General Studies and Summer Sessions
University at Albany

What is the Office of General Studies and Summer Sessions?

The Office of General Studies and Summer Sessions provides university course admission to those who wish to develop their cultural and intellectual horizons or their professional and occupational competency. This admission is at the nondegree, undergraduate level.

What is Informal Audit of Undergraduate Credit Courses?

Any qualified person (minimum requirement; high school diploma) is permitted to visit, by permission of the Office of General Studies and Summer Sessions and the instructor, most undergraduate credit courses on a space-available basis. NOTE: Informal Audit is not allowed during summer or winter sessions. The courses must be lecture classes only. Generally, the following types of courses cannot be audited: online classes, studio art courses; computer science courses; writing courses; internships; research courses; independent study courses; and field work and practicum courses. If uncertain about a course, contact the Office of General Studies and Summer Sessions at 442-5140.

Informal Auditor Class Participation:

The instructor of each course determines the level of participation of the informal auditor.

An informal auditor does not automatically gain access to University resources, especially those requiring a valid NetID and password. Teaching faculty will be responsible for making alternate arrangements for their informal auditor when class participation includes acquiring a NetID and password (as is the case for Blackboard, software installed on Information Commons computers, the wireless network, and the Library’s licensed databases).

What is the Cost?

The informal auditor visits courses without payment of tuition.

What Record is Maintained?

Since no grading or no credit is involved, no official transcript is maintained by the University Registrar.
How to Enroll in Informal Audit?

1) Complete the attached yellow enrollment application and forward to the address indicated on the bottom of the form.

2) A blue instructor approval form will be returned to the auditor. The form is taken to the first class for approval by the instructor.

When to Register for Informal Audit?

Registration for informal audit begins the first class of the semester. No prior registration is conducted.

Parking

If you are going to be parking on campus, you must either park in the Visitor's Parking Lot or register your car at the Office of Parking Management. Their phone number is 442-3121. There is also a mandatory parking fee for registered cars.

If you have any questions or desire assistance from our counseling staff, please feel free to contact us at 442-5140.