Undergraduate Informal Auditing Information

What is informal auditing?
Informal auditing is an agreement between you and a University at Albany professor allowing you to sit in on an undergraduate class that the professor is teaching. No record of attending the course is maintained by the University and no official transcript is generated.

As a resident of the State of New York, you are permitted to request auditing most undergraduate credit courses. Informal auditing requires permission from the Office of General Studies as well as the instructor of the course you wish to audit. Permission is given if the class is appropriate for auditing and if there is space available to accommodate the auditor. The level of participation is determined by the instructor of the course.

What type of class qualifies?
Any class that has a lecture format generally qualifies for auditing. Classes that do not qualify as suitable for auditing are online courses, internships, research or graduate-level classes, independent study, field work or practicum courses. Summer and winter term classes cannot be informally audited.

Class Participation:
UAlbany professors are under no obligation accept informal auditors into their class. If you are accepted into a class, the participation level is determined by the instructor. You may be instructed to sit and listen only or you may be allowed full participation. Clarity as to class participation limitations prior to attending is advised.

Cost:
Currently, there is no informal audit fee.

How to Enroll as an Informal Auditor:
As an Informal Auditor, you should apply for auditing status on the first class day of the semester by obtaining a (yellow) application and a (blue) permission form from the Office of General Studies, SS-110. General Studies staff will sign the blue permission form first and then the professor’s signature should be obtained approving your auditing status in the class. Once signed by the professor, both forms (the yellow and blue) should be returned to the Office of General Studies, SS-110. The forms can also be scanned and emailed to generalstudies@albany.edu.

If the instructor is allowing you to access Blackboard:
General Studies staff will scan a copy of the blue permission form with the instructor’s signature and checkbox authorizing access to Blackboard to ITS for verification.

At this time, you should request Blackboard access for the course by emailing the IT Service Desk at askit@albany.edu.

The Blackboard staff will communicate directly with you providing you with log-in credentials for the course via the email provided on your form. They will also contact the professor via a separate email with instructions for enrolling you in the Blackboard course.

How Do I Park On Campus?
Informal auditors who are parking on campus must either park in one of the Visitor’s Parking pay lots or register their vehicle with the Office of Parking and Mass Transit Services.
If registering a vehicle, you will be required to pay a mandatory vehicle registration fee in order to obtain a parking decal. Purchasing a parking decal may be done by visiting Parking and Mass Transit Services located at the Fuller Road roundabout entrance to campus or by visiting the website https://www.albany.edu/pmts and go to Online Parking Services.

**Contact information:**

**General Studies**
Office of General Studies and Summer Sessions, SS 110  
Ph: (518) 442-5140  
Fax: (518) 442-5149  
Email: generalstudies@albany.edu

**IT Service Desk**  
Email: askit@albany.edu