INFORMATION ON
AUDITING COURSES AT AUSTIN SEMINARY

DEADLINE FOR AUDITOR APPLICATIONS FOR FALL 2016 IS AUGUST 15, 2016
The 2016 Fall term begins on Tuesday, September 6
and ends on Friday, December 16.

Austin Seminary offers the opportunity to audit courses to those interested in
deepening their knowledge of the Bible, theology, and Christian ministry. Auditors
are eligible to attend class but do not complete course assignments, take part in
discussion, or receive evaluations or academic credit. Auditing requires permission
of the course instructor.

All applicants to Austin Seminary, including Auditors, are required to complete the
criminal history check process, including driving records, through Castlebranch.com,
granting Austin Presbyterian Theological Seminary permission to access those
records.

The auditing fee is $150 per course; for participants age 65 and over the auditing fee
is $100 per course. The auditing fee is waived for current degree students and their
spouses.

Procedures for auditing a course:

1. **Select a course** from the listings provided by the Office of Admissions.

2. **Contact the course instructor** by phone or email to secure permission if
required. Email addresses are provided in the course listings and also in the
staff directory on our Web site, www.austinseminary.edu. Please send
verification of the professor’s permission to the Office of Admissions.

3. Once you have the instructor’s permission, submit the **Auditor Application,**
**copy of permission from the instructor, and fee** to the Office of
Admissions.

4. **Complete a Criminal History Check**, including driving records, through
Castlebranch.com. to grant Austin Seminary access to your background
check, enter our institution’s package code (AU33) when you submit your
information on-line. The cost for this service is the responsibility of the
student. Note that charges and past offenses do not automatically disqualify
an applicant. All records will be evaluated in context. Contact the Office of
Admission for more information.

5. **Registration** - If all application criteria are met, the final (required) step in the
process is to contact the Registrar by phone to verify your status. If a course
you have selected is open, you will be registered for the course. **In order to**
be registered, you must contact the registrar (Jacqueline Hefley, 512-404-4826) to verify status on Tuesday, August 23 between the hours of 9:00 AM and 12:00 PM or between 1:30 PM and 4:00 PM. This and payment of fees are the final required steps.

6. **Payment of fees** - Payment of all fees must be made by Tuesday, August 30. Any questions or concerns regarding payment of fees may be addressed through the Business Office at 512-404-4812.

7. **Classes begin** on Tuesday, September 6. Classroom assignments will be posted on the doors to the McMillan building. You may park in a visitor parking spot the first day of class only. You are able to obtain a parking pass for the duration of the semester at the McCord Desk.