INFORMATION ON
AUDITING COURSES AT AUSTIN SEMINARY

DEADLINE FOR AUDITOR APPLICATIONS FOR FALL 2011 IS AUGUST 15, 2011

The 2011 spring term begins on Tuesday, September 6, 2011 and ends on Friday, December 16, 2011.

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

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

Procedures for Auditing a course:

1. **Contact the course instructor** by phone or email to secure permission. All professors can be reached through our main number: 512-472-6736. For email addresses, refer to the staff directory on our Web site, www.austinseminary.edu.

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

3. **Complete a Criminal History Check**, including driving records, through Certifiedbackground.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.

4. **Payment of fees** - Payment of all fees must be made by Friday, September 2nd at 4:00 p.m. Any questions or concerns regarding payment of fees may be addressed through the Business Office at 512-404-4812.

5. **Classes begin** on Tuesday, September 6, 2011. Classroom assignments will be posted on the doors to the McMillan building.