

INFORMATION ON AUDITING COURSES AT AUSTIN SEMINARY

**DEADLINE FOR AUDITOR APPLICATIONS FOR SPRING 2019 IS JANUARY 23, 2019
The 2019 Spring term begins on Monday, February 11
and ends on Friday, May 17.**

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 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 Admissions 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 or email 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 or registrar@austinseminary.edu) to verify status on Tuesday, January 29 between the hours of 9:00 AM and 12:00 PM or between 1:30 PM and 4:00 PM.

6. **Payment of fees** - Payment of all fees must be made by Friday, February 1. Any questions or concerns regarding payment of fees may be addressed through the Business Office at 512-404-4812.
7. **Classes begin** on Monday, February 11. 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.