



Willamette University  
900 State Street  
Waller Hall, 1<sup>st</sup> Floor  
Salem, OR 97301  
registrar@willamette.edu  
(503)370-6206

## Academic Listener Application

Note: Before returning this form to the **Registrar's Office**, you are required to obtain each instructor's signature approving your attendance in their class. If the instructor gave their approval via email, please print and attach the email to this form.

NAME: \_\_\_\_\_  
(First) (Middle) (Last)

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Birth Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Have you taken a course from Willamette University before?  Yes  No

I wish to be an academic listener in the following course(s):

Course #/Section	Credits	Course Title	Instructor's Signature
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Signature: \_\_\_\_\_



**Academic Listener Program  
Willamette University**

The Willamette University Academic Listener Program allows non-degree-seeking students to attend regularly scheduled classes at Willamette in a non-credit learning environment. As an Academic Listener, a student may participate to a limited extent in classroom discussion, and will not be required to take any examinations or be required to do any class assignments. Student names will appear on class rosters. Academic Listeners are required to attend 75% of the class sessions in order for the final grade of AUD (audit) to be awarded. If this requirement is not met the Registrar may, solely upon notice that the student has insufficient attendance, delete the course from the record.

In order to be an Academic Listener, you need to do the following:

- 1) Email registrar@willamette.edu to request a list of available courses.
- 2) Attend the first meeting of all classes in which you wish to enroll.
- 3) Before the add/drop deadline, take the Academic Listener Application (on the other side of this sheet) to the instructor of each class, and have them sign it. \*Alternatively, you can inquire and receive their permission via email.
- 4) Return the completed form and payment to:

Registrar's Office  
Willamette University  
900 State Street  
Salem, OR 97301

Or return the form in person (we'd like to meet you!) to the Registrar's Office on the 1st floor of Waller Hall. **NOTE: We currently only accept payment by check.**

The fee for enrollment as an Academic Listener is:

	Four Credit Course	Two Credit Course
Students under 65	\$60.00	\$30.00
Students 65 or older	\$40.00	\$20.00

For more information, call the Registrar's Office at (503) 370-6206 or email registrar@willamette.edu.