



All about Course Auditing:

Expectations and Member Responsibilities

(Updated with changes due to the Pandemic)



INSIDE

Overview

Making the Decision to Audit

Responsibilities and Expectations of
Course Auditors

Audit Course Registration
Procedures

After You are Enrolled in an Audit
Course

Conduct Expectations

Overview

One membership benefit of the Osher Lifelong Learning at the University of Pittsburgh is the ability to audit preapproved undergraduate courses. To “audit” a course means that the student does not receive a grade nor credits and generally does not participate in exams or homework. Those who audit courses do so for the purpose of self-enrichment and exploration. They enroll as an observer or listener only. The instructor of the course will indicate if s/he wants to include an audit student in the classroom interaction. Each term OLLI arranges for hundreds of undergraduate Pitt courses to be preapproved for members to audit.

Auditing is ONLY allowed when there is space available in “lecture-type” undergraduate classes. “Lecture type” classes are those in which students can observe the delivered lecture of material by the professor.

Auditing is NOT permitted in: computer science, film production, physical education, studio arts, laboratory courses, creative writing, honors courses, or performance courses. Auditing is also NOT permitted in Law or Medical School classes.

Auditors are guests in the course for which they register and participation can be limited or restricted by the professor or department.

Making the Decision to Audit Courses

Auditing courses can be quite rewarding if one knows what to expect. OLLI members who are considering whether or not to audit a course should include the following in their decision making:

Time commitment? – While OLLI courses are generally once a week

for an hour and fifty minutes for 5 weeks, a regular undergraduate course will meet one or more times per week for 15 weeks.

Can you make that commitment?

Expenses?– Text books, should the member decide to purchase them, can be very expensive, even if they are purchased used.

Technologically inclined? Most undergraduate courses use an online portal called Canvas. Members who audit courses are responsible for remembering how to use their Pitt userID/ password and to independently log in on a regular basis, download information or read online, etc.

Responsibilities and Expectations for Course Auditors

Course auditing by OLLI members is a membership privilege granted by the University of Pittsburgh. It is crucial that members using this privilege understand and follow the expectations and procedures in order to preserve this benefit for the entire membership. All members must follow program expectations and understand their responsibilities as a course auditor.

- A member must be confirmed as registered in an audit course before attending the course. Plan to register for your audit course **before** the term starts so you are able to attend the first class. **If you are not officially registered for the audit course do not attend.** Your registration is confirmed when the OLLI program sends you a confirmation of enrollment.
- You are expected to verify the dates and times of your audit course(s). You can do this by going to: <https://psmobile.pitt.edu/app/catalog/classSearch> and then click the “Pitt Class Search” to locate your course. Courses are subject to change at any time by official action of the University of Pittsburgh. If the course is not listed, it has been canceled. OLLI is not responsible for notifying you if a course has been canceled or changes have been made to class meeting times, days, and location.
- An instructor or department can deny or limit admission to any audit course, even if preapproved, without cause or recourse for the member.

Audit Course Registration Procedures

- **View Upcoming Classes** - Members interested in auditing a preapproved audit course can view full course descriptions online only at: <https://psmobile.pitt.edu/app/catalog/classSearch>
- **Register to Audit Preapproved Courses** - A complete listing of preapproved audit courses are located on our website and a printed copy is available in the OLLI lounge. No member may attend and/or audit a course for which they are not registered. Attending a course without being registered is grounds to receive disciplinary action or could precipitate removal from the OLLI program.

Online Registration Process

1. **Sign in** at <http://www.campusce.net/ollipitt/>
2. If you need to pay your membership, navigate to the Select/Renew Membership area.
3. Add a Membership type to your shopping cart.
4. From the home page locate: "Audit Courses" and click on it.
5. Click the department to see its list of preapproved courses
6. Select your course of interest; review it; and if desired click "Add to Cart"
7. If you wish to add more audit courses, repeat the above instructions.
8. When finished, click "View Cart". And complete your membership purchase and registration, being sure to click through all the way to end of process.

SUSPENDED DUE TO COVID PANDEMIC - In Person or Mailed Registration Process

1. Complete all information on the OLLI catalog registration form, including Course Title, department, Catalog Number (NBR), Class Number (NBR), Day/time, Building/Room
2. Submit your registration form in the OLLI office or by US Mail:

OLLI at Pitt
1436 Wesley W. Posvar Hall
230 S. Bouquet Street
Pittsburgh, PA 15260

Registering to Audit Non-preapproved Courses

- You may audit an undergraduate course not listed on the approved list by securing special written permission of the instructor PRIOR to attending the beginning of the course.
- Contact the professor by email prior to the start of the course. (locate contact information here:
<http://find.pitt.edu/>)
- After obtaining email permission from the course's instructor or head of the department, forward it to Osher@pitt.edu. You must include the following information so that we can register you for the correct course:
 - Course title and department
 - Course Number (5 digits)
 - Catalog number (4 digits)
 - Instructor name and email address
- This information can be found on Pitt's registrar course listing search:
<https://psmobile.pitt.edu/app/catalog/classSearch>

(Note: **DO NOT attend classes prior to receiving confirmation of your registration** and submitting the evidence of written permission from the instructor.)

Add/Drop and Refunds

You can change or drop courses and register for additional courses during add/drop period. If you decide to drop your course selection during this period, and you paid a fee for your course, the fee will be refunded. **No refunds will be issued after add/drop period.**

Conduct Expectations for Course Auditors

1. Introduce yourself as an OLLI student to the instructor. Seek permission from the course instructor if you wish to verbally participate in the course, do written assignments, or exams. Respect the response provided by the instructor.
2. Arrive on time to class and stay for the entire class.
3. If your verbal participation is permitted by the instructor, be respectful of both the instructor and other students. Do not monopolize discussion.
4. If issues arise, please notify the OLLI office immediately.
5. Pay attention to dates and deadlines pertaining to undergraduate courses and the University academic calendar. Take note of dates such as: courses begin and end, add/drop period ends, university closures; official breaks.
6. Formally drop the course if you find out it is no longer of interest.

**Members have until the end of the university
add/drop period to enroll in a course.
Absolutely no registrations will be taken after that time.**

OSHER LIFELONG LEARNING INSTITUTE

OLLI
at Pitt
A learning community of adults
age 50 and better

1436 Wesley W. Posvar Hall
130 S. Bouquet Street
Pittsburgh, PA 15260
Ph: (412) 624-7038
Email: osher@pitt.edu
Internet: olli.pitt.edu



[@osher.pitt](https://www.facebook.com/osher.pitt)



[@PittOsher](https://twitter.com/PittOsher)