



Request Form for Non-Credit Enrolment (Audit)

Registration Office

Prince of Songkla University Pattani Campus

Place of writing.....

Date (day/month/year)

Title: Request of Non-Credit Enrolment (Audit) in the semester, Academic Year

To: Head of Registration Office

I am (Mr. / Ms. / Mrs.) Student ID No.

Faculty Year Level / - Year Program

MajorMinorI would like to enroll non-credit courses (Audit) because

The followings are the non-credit courses (Audit) to be enrolled:

Course Code	Group	Course Title	Credit			Lecturer
			Total	Lec	Lab	

Recently I have enrolled credits and if I enroll the non-credit course(s), the total number of credits will be

Please take consideration and your approval will be highly appreciated.

(Sign)

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Reachable Address

.....e-mail:..... Tel.

Comments	
1. Advisor's Comment (Sign)..... (.....)	2. Instructor comments (Sign)..... (.....)
3. For registration and student statistics (Sign)..... (.....)	4. Head of Registration and Student Statistics (Sign)..... (.....)

Notifications

1. The enrolment of non-credit courses (Audit) cannot be made if they are the compulsory courses of your program. Credits earned will not be accumulated in the total number of the enrolment credits. Every enrolment must be accompanied by the consent of the advisor and the course instructor.
2. The assessment of non-credit courses (Audit) will be S or U; S is Satisfactory and refers to the satisfaction of the course instructor while U is Unsatisfactory and refers to the dissatisfaction of the course instructor.
3. The maximum number of enrolment credits that fulltime students can enroll in each semester will include the credits of non-credit courses (Audit) while the minimum number of enrolment credits will not include the credits from non-credit courses (Audit).
4. All courses having been enrolled as non-credit courses (Audit) cannot be re-enrolled as credit courses.

Procedures

1. Request the form for Non-Credit Course Enrolment at the Registration Office and complete the form.
2. Request consent from the advisor and the course instructor for non-credit course enrolment.
3. After having completed the form and received the consents from the advisor and the course instructions, students are supposed to proceed as follows:
 1. On the registration day, propose your request form for non-credit enrolment and other important documents to the Registration Office.
 2. After having enrolled other courses, send your request form for non-credit enrolment to the Registration Office together with course-adding form.