

## Undergraduate Course Enrolment Listener Application

**LISTENER** – Not currently enrolled in a degree program and taking a course for non-credit

<b>Faculty Office:</b>	<b>Student Number (If Applicable):</b>
------------------------	--

<b>STUDENT INFORMATION</b>	
First Name:	Date of Birth (YYYY/MM/DD)
Last Name:	Citizenship:
Email:	Telephone Number:
Address:	

<b>COURSE INFORMATION</b>						
	Term (ex. F/W/SP-Summer)	Year (ex. 2015/2016)	Subject	Course Code (ex. 1A06)	Day/Evening (ex. D, E)	Lecture Section (ex. C01)
Preferred Course						
Alternate Option						

*The cost is equivalent to a regular course but the student simply audits the course and does not receive a grade. Listener status is not available in limited enrolment classes. For any degree course, written permission to attend must be obtained from the course instructor before registration is finalized by the Office of the Registrar. Listeners withdrawing from a course may do so without penalty up to five working days before the first session. After that and before the second class, an administrative fee of \$60.00 applies. There is no refund after the second class.*

Initial \_\_\_\_\_

*By signing below, I certify the above statements are correct and complete and understand any misrepresentation of these data may result in the cancellation of my admission and/or enrolment status.*

Student's Signature	Date
---------------------	------

#### Additional Information

- Ensure you meet the course requirements as outlined in the Undergraduate Calendar.
- Please provide an alternate course selection. In the event you are not approved for your preferred course, you may be considered for your alternate option.
- Individuals under the age of 65 must pay course fees. Course fees – please see the Fees section of our website – [www.registrar.mcmaster.ca/fees/](http://www.registrar.mcmaster.ca/fees/)
- Please reach out to Student Services via online chat on [registrar.mcmaster.ca](http://registrar.mcmaster.ca) for payment information. Live Chat hours: Monday, Tuesday, and Thursday 10:00 a.m. to 6:30 p.m., Wednesday 12:00 p.m. to 6:30 p.m. Friday: Closed.
- You will only be charged after Faculty approval has been given and course enrolment is complete.

#### FIPPA Notice

*The information gathered on this form is collected under the authority of the McMaster University Act, 1976. The information is used for the academic, administrative, financial and statistical purposes of the University including, but not limited to, admissions; registration and maintaining records; awards and scholarships; convocation; provision of student services, including access to information systems; alumni; and disclosure to or on behalf of the applicable McMaster student government. This information is protected and is being collected under section 39(2) and section 42 of the Freedom of Information and Protection of Privacy Act of Ontario (RSO 1990). Questions regarding the collection or use of this personal information should be directed to the University Registrar, University Hall, Room 209, McMaster University.*

**Listener Application - Cover Sheet  
For Office Use ONLY**

Student Name: \_\_\_\_\_

Student Number: \_\_\_\_\_

<b>Registrar's Office (Records):</b>	<b>Date</b>
Quick Admit Completed:	
Service Indicator 'NOE' Added:	
<i>Processed by:</i>	

<b>Faculty Use: Approval and Enrolment</b>	
Course Approved Y/N:	
Student Enrolled on Mosaic (Y/N):	
Date Student Advised:	
<i>Processed by:</i>	Date:
<i>Once completed - upload form via MacDrive</i>	

<b>Registrar's Office (Services): Fee Charges</b>	
Amount:	Reference #:
<i>Processed by:</i>	Date:

<b>Registrar's Office (Records): Enrolment package</b>	<b>Date</b>
<input type="checkbox"/> Confirmation of Enrolment Letter <input type="checkbox"/> MacID Activation Information <input type="checkbox"/> Student Card	
<i>Processed by:</i>	

To Student File