Undergraduate Course Enrolment
Listener Application

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

Faculty Office:	Student Number (If Applicable):

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

COURSE INFORMATION

	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/

- ➢ Please reach out to Student Services via online chat on 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.

Updated Sept. 2020

Listener Application - Cover Sheet
For Office Use ONLY

Student Name: _____   Student Number: _____

Registrar's Office (Records):	*Date*
Quick Admit Completed:	
Service Indicator 'NOE' Added:	
Processed by:	

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

Registrar's Office (Services): Fee Charges	
Amount:	Reference #:
Processed by:	Date:

Registrar's Office (Records): Enrolment package	*Date*
☐ Confirmation of Enrolment Letter ☐ MacID Activation Information ☐ Student Card	
Processed by:	

☐ *To Student File*