Course Audit Procedure

- Students are not allowed to sit in any class without registration
- The regular audit-class tuition for the auditing MSOM / DATM didactic coursework is half the charge of regular tuition
- Course Audit is free of charge if the student is auditing a previously paid class at DULA for the first time. Any subsequent audit after that first time will be charged the regular audit-class tuition in each occurrence

Detail policy and procedure can be read in your student handbook, available at:
https://www.dula.edu/publications/

Students fill-in the "Course Audit Registration" form (https://www.dula.edu/forms/)

Students submit this course audit registration form to Associate Dean (study@dula.edu)

If approved: Student will be informed by the Associate Dean through email, if they need to pay for the course audit or not

If Tuition is applied:

1. Student bring the approved course audit registration form to DULA front Desk and complete payment

2. Student contact Associate Dean after they have paid, and their name will be added in the course through populi

If Course Audit is free:

Student's name will be automatically added by Associate Dean in populi