

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: [Publications - Dongguk University Los Angeles \(dula.edu\)](#)

Students fill in the “Course Audit Registration” form: [Forms - Dongguk University Los Angeles \(dula.edu\)](#)

Students submit form to ac@dula.edu

If approved: student will be informed by email

If tuition is applied to course audit, bring form to front desk and complete payment. Then contact ac@dula.edu to be added to the course via Populi.

If course audit is free, student’s name will automatically be added to the course via Populi.