Senior Auditor Application & Registration Worksheet

Office of the Registrar
140 Seventh Avenue South, Bayboro Hall Room 102
St. Petersburg, Florida 33701

Phone: (727) 873-4645
registrar@usfsp.edu
General Information for Senior Auditor Applicants

Year-round legal Florida residents at least 60 years of age may be eligible, on a space available basis, to audit up to three (3) certain undergraduate level courses tuition-free.

Applicant Instructions:

- If you are applying for the first time, or if you have not audited in the last 12 months, print and complete this application, residency affidavit and registration worksheet and submit them to BAY102.
- There is also an Immunization Health History Form requirement you must satisfy after applying. See the Wellness Center, located at 200 Sixth Ave S, Room SLC 2200, but only after you have been admitted through this application process.
- All application materials must be submitted before 5:00 P.M. on the fifth (5th) day of the semester. Senior Audit eligibility is dependent on submitting your application and/or worksheet timely so that staff have sufficient time for processing either or both. This deadline is set by the State of Florida. No University of South Florida employee is authorized to make exceptions.
- Staff may only begin processing registration worksheets at 8:00 AM on the sixth (6th) day of the semester. You need not be present; however, this is the earliest you can make changes to your course choice(s) or obtain confirmation you’re registered. Confirmation is necessary to obtain a USFSP ID card. USFSP ID cards are produced in the Library.

Application Eligibility:

- Since Senior Auditors are registered on a space available basis only, faculty are prohibited from guaranteeing or pre-registering Senior Auditors. Tuition cannot be waived if a Senior Auditor registers self-service in advance of the sixth (6th) day of the semester and then submits a registration worksheet.
- Prior approval by college or department permit may be required for some courses. Again, faculty alone do not have the authority to guarantee a Senior Auditor a seat in any course. Obtain any necessary permits from the respective colleges or departments prior to submitting your worksheet to BAY102. Notes or emails from instructors are not acceptable in lieu of a formal permit, and some courses are simply not available for auditing under any circumstances.
- Additional expenses, such as books, miscellaneous supplies or parking, are the responsibility of Senior Auditor. Faculty cannot expect of Senior Auditors assigned work or tests, nor can faculty issue Senior Auditors grades.

Parking Information:

- Parking permits are required to park at USF St Petersburg, 24 hours a day, seven days a week.
- Parking Permits may be purchased from Parking Services located in Bayboro Hall Room 132. Their website is at: https://www.usfsp.edu/parking
Applicant SSN (required)  
Birth Date  
Semester  
Gender  

Name: ____________________________________________________________  
Last                                                                   First                      Middle  
Address: ____________________________________________________________________________________  
Street & Number   City                              State             Zip  County                  Applicant telephone (include Area Code)  
E-mail Address: ______________________________  
Emergency Contact Name, Address & Telephone: _____________________________________________________________  

1. Are you a citizen of the United States?  Yes ___ No ___  
   Are you a U.S. permanent resident (Green Card Holder)? Yes ___ No ___  
   What is your nation of Citizenship? ____________________________________________  
   Visa Type (check one) □ F-1 □ F-2 □ J1 □ J2 Other _____________  
2. Ethnicity (Please check one): Hispanic or Latino Yes ___ No ___  
3. Race (please circle all that apply): American Indian or Alaskan Native, Asian, Black or African American, Hawaiian or Other Pacific Islander, White  
4. Have you ever been charged with or are you currently subject to disciplinary action for scholastic or any other type of conduct at any educational institution? Yes ___ No ___  
5. Have you been arrested, charged or are you currently being charged with a violation of law which resulted or will result in probation, community service, a jail sentence, revocation of your driver’s license or a fine of $200 or more? Yes ___ No ___  

   If your answer to either of the foregoing is “yes,” you must submit a full statement of relevant facts on a separate sheet attached to this form, and you are required to furnish the university with copies of all official documents explaining the final disposition of the proceedings. The University will undertake to expeditiously review your request for enrollment; however, your registration is conditional until the review is complete.  

I certify this application is complete, correct and understand falsifying or withholding information may result in disciplinary action and withdrawal from the University. I agree to abide by the policies of the Florida Board of Education and the rules and regulations of this University.  

Applicant’s Signature ____________________________________________ Date _________________
A Florida senior "resident for tuition purposes" is a person 60 or older who can provide two (2) documents proving residency in this state which are both dated/issued at least 12 months prior to the first day of classes for the semester for which admission is sought. Moreover, if there is evidence of legal ties to another state, Florida residency may not be claimed. The documents submitted must include at least one from the list of Primary documents below:

**Primary:**
- Florida driver’s license
- Florida vehicle registration
- Florida voter’s registration
- Proof of homestead exemption
- Proof of permanent full-time employment in Florida
- A letter on company letterhead stating that the claimant has been employed at least 30 hours per week for at least 12 months

**Secondary:**
- Florida incorporation or professional/occupational license
- Florida-based charitable or professional organization membership proof
- Proof of 12 consecutive months of payment on a water, electric or natural gas bill or a lease agreement and proof of 12 consecutive months of payment
- A Declaration of Domicile

I, __________________________, being first duly sworn, do hereby swear or affirm that I have been or will be a Florida resident and domiciliary for the preceding 12 months. Florida is my true, fixed and permanent home and place of habitation. Florida is the state where I live and to which I intend to remain. As evidence of my intention to have made Florida my permanent home, I hereby supply certain documents which show that I began establishing my domicile at least 12 months ago. *I understand that a false statement in this affidavit will subject me to penalties for making a false statement pursuant to 837.06, Florida Statute.*

________________________________________________________________________

**Signature** of senior auditor applicant

Date
Senior Auditor Registration Worksheet

Submit this worksheet only if you are already eligible to continue as a Senior Auditor. Otherwise, submit it with your completed Senior Auditor application to BAY102. This worksheet does not guarantee registration in the courses requested. Remember registration eligibility is on a space available basis only, and to obtain any necessary permits from colleges and departments prior to submitting this worksheet.

This worksheet is valid only for the semester indicated:

Semester/Year: Fall ________   Spring ________ Summer ________ (specify which session)

Name: _________________________________________________________________________

USF SP Student ID Number: ________________________________

Signature: ___________________________________________ Date: ____________________

List Preferred Courses Below:

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List Alternate Course(s) Below

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Note: Senior Auditor Applications and Worksheets may be turned in to Bayboro Hall 102 anytime ahead of the one-day registration deadline for the semester, but not after. Please do not hold them until the one-day only registration day for the semester.
To Search for Course Offerings, Go To http://www.usfsp.edu/register and click on Prospective Student Schedule Search

Once you have chosen your preferred course(s) you’d like staff to register you in on a space-available basis on Senior Audit registration day, write-in the following distinct information on your Senior Auditor Registration Worksheet:

1. the 5-digit course reference number (CRN),
2. the three-letter course Prefix (subject; e.g. Art or Hty, etc),
3. the 4-digit course Number and
4. the 3-digit course section

Submit your worksheet as soon as possible to Office of the Registrar staff in BAY102.

Worksheets are processed in date order received, not in alphabetical order by Senior Auditor last name, so the earlier you submit your worksheet, the more likely there may be space available in your preferred course(s).

The State of Florida sets all deadlines and acceptable forms of proof you are a legal and physically present year-round resident of Florida for Senior Auditor eligibility.

University of South Florida employees have no authority to negotiate either missed deadlines or forms of proof.