**LMC NO AUDIT POLICY**

**From:** Horan, Kevin
**Sent:** Monday, February 8, 2016 2:18 PM
**To:** LMC ALL Faculty Full-time; LMC ALL Faculty Part-time
**Cc:** Valenzuela, Eileen; Hannum, Natalie; Ybarra, Nancy; Moore, A'kilah; Belman, David; Benford, Jeffrey; Newman, Gail
**Subject:** LMC No Audit Policy - Please Read

Esteemed Faculty,

I need to bring to your attention a long standing policy that LMC does not permit individuals to audit any LMC courses.  This means that the only individuals permitted to be in your classroom are those students listed as enrolled on your roster.

We continue to experience issues related to students thinking they are enrolled in courses, yet are not actually enrolled on the roster.  This is most common when students whom have been given an add code have not gone into Web Advisor to enter the add code.

Please take a moment this week to review your current roster with those in attendance in your classes.  If you have students that are not enrolled on your roster, please direct them to Admission & Records to fill out a late petition to add.  Any individual not on your roster need to be politely asked to leave until they are registered.

Thank you for your prompt attention to this matter.

Sincerely,

Kevin

Kevin Horan, Ed.D.

Vice President, Instruction & Student Services

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