



Community Audit Program Policies ~Academic Year~

Tufts University's Community Auditing Program (CAP) is coordinated by the Office of Community Relations. CAP offers adults ages 18 and older the opportunity to attend University courses on a noncredit basis for a modest charge. Auditors may attend the same lectures and work from the same texts as enrolled students.

Community Relations staff members are available to answer your questions Monday through Friday, 9 a.m. to 5 p.m.

Program Requirements

- Registering with Community Relations: All auditors are required to register as a community auditor with the Community Relations office. Only registered auditors will be allowed to participate in a class. Interested auditors must schedule an interview with Community Relations to register.
- Proof of Residency: Community auditors must be a resident of one of our host communities of Medford, Somerville, and the Boston Neighborhoods of Chinatown, Mission Hill and the Fenway. Proof of residency must be provided to the Community Relations office in order to register. A recent, clearly dated bank statement or utility bill with the auditor's name and address is preferred.
- Course Selection: Tufts students who are working for degrees are the first responsibility of the university and they have priority in selecting classes. Therefore, auditors' registrations cannot be confirmed until the first day of classes during the academic year (does not apply to Summer Session). Community Relations must obtain permission from the faculty member teaching the auditors' preferred course. Because authorization is based on space availability and faculty audit approval, we strongly suggest lecture classes. Additionally, community auditing is not available for courses that have a lab or are through the Gordon Institute, the Fletcher School of Law and Diplomacy, museum courses, or courses offered on campuses other than Medford/Somerville.
- Payment: Community auditors may register for one course per semester for \$300. Check or money orders can be made payable to "Trustees of Tufts College" and can be paid in person at Dowling Hall, Student Services located at 419 Boston Ave. **Payment is due by the first day of classes.**
- Community auditors do not receive Tufts academic credit.
- Community auditors must comply with all of these conditions.

Procedural Information

- Campus Parking: Auditors can purchase a visitor/guest parking pass from the Administrative Services office located on the first floor of Dowling Hall during regular business hours from 9 AM to 5 PM, or from a Tufts University Department of Public Safety police dispatcher after hours

and on weekends. These passes are available for \$8.00/day. Auditors may also park in the Parking Garage located in Dowling Hall in Medford at 419 Boston Avenue for \$8.00/day. More info: <http://publicsafety.tufts.edu/adminsvc/parking-services/visitor-parking-58/>

- Tufts Guest Wireless is available to auditors (more info: <https://it.tufts.edu/guestwireless>)
- “Trunk” (web access to class material) is available.
- Gym access is not part of the Community Audit program.
- Any change in course selection must be made through the Office of Community Relations.

Helpful Links

- Tufts Student Information System (SIS) – search for classes, view enrollment status, e-Bill <https://sis.uit.tufts.edu/>
- Tufts TRUNK – view class materials, syllabus, etc. <https://trunk.tufts.edu/>
- Campus Map and Directions: http://www.tufts.edu/home/visiting_directions/medford_somerville

Contact Information

Office of Community Relations
Tufts University
21 Bellevue St.
Medford, MA 02155
617-627-3780 (phone)

I acknowledge that I have read and agree to the above requirements and conditions.

Signature

Date

Received by:

Community Relations

Date