

# Directions for Auditing RIT Undergraduate Courses

As a Full-Year Osher member, you can audit eligible\* RIT undergraduate courses. Here's how to do it:

1. If you don't already have an **RIT University ID card and number (UID)**, instructions for requesting one are on the Osher Resources webpage (<https://www.rit.edu/osher/resources>).  
***If you have ever been associated with RIT in any way (former staff/faculty, student, parent of a student, etc.) you likely already have a UID. Contact [registrar@rit.edu](mailto:registrar@rit.edu) to check before submitting a form.***  
After you submit the UID request form, an Osher staff member will be notified by an automatically generated email and will approve the request. You will be notified via email when it's approved and can then get your student ID card on campus in Eastman Hall (Bldg. #1), between 9 am and 4 pm, Monday through Friday. Enter the main RIT entrance on Jefferson Rd., drive to the traffic circle and continue straight to the Information Booth for a parking pass and directions to the building (see map to Eastman Hall on the Osher Resources webpage).
2. Search the **RIT online course catalog** (<https://tigercenter.rit.edu/tigerCenterApp/api/class-search>) for eligible\* undergraduate courses you're interested in. *There is not a printed RIT course catalog.*
  - a. Make sure to choose the correct semester in the "Select a term box".
  - b. Type in a search term, e.g., Italian.
  - c. Click on "Advanced Search" and choose "**RIT Main**" as the campus (we have campuses in several countries, and those courses are not eligible to audit).
  - d. Click "Save Options".
  - e. Click the orange "Search" button.
  - f. Peruse the list of courses, and click on a course to view its details.
  - g. In the Enrollment Information section, check if there are any **Pre-Reqs** (pre-requisites) listed. If so you will need to contact the instructor and ask for permission to audit the course as an Osher member. The instructor's email can be found by clicking on their name in the Class Details section.
3. Complete the **auditing form** on the Osher Resources webpage. You can apply to audit a maximum of two courses per semester until the end of the Add/Drop period. View the RIT academic calendar for Add/Drop dates: <https://www.rit.edu/calendar>.
4. **Take a photo of, or scan, the form and email it to Osher staff** at [osher@rit.edu](mailto:osher@rit.edu). Or bring the hard copy to an Osher staff member. If requesting a course with pre-requisites, forward the email approval from the instructor to Osher staff also.
5. Osher staff will submit your auditing form to the Registrar's Office no earlier than **one week before the RIT semester begins**. View the RIT academic calendar for semester start/end dates: <https://www.rit.edu/calendar>. Within that week you will receive an email from the Registrar that will say whether the auditing request has been approved.
6. In the meantime, the Osher Program Director will sponsor you for an **RIT Computer Account** (if you don't already have one). **Your user name will be your first initial+last name+olli**, e.g., rsmitholli so when you receive an email from the RIT Service Center with instructions on setting your Computer Account password at <https://start.rit.edu>, you will use the above naming convention for your user name.
7. Once your Computer Account is activated, a **MyCourses account** will also be activated within 8 hours (updates to MyCourses are made between 4-5am, 11am-12pm, and 4-5pm Eastern). This platform is what RIT instructors use to share course information and syllabi and communicate with the class participants. When you go to the MyCourses login page (<https://mycourses.rit.edu/>), click the orange "RIT Account Login" button and then enter your RIT Computer Account user name and password to view your class information.
8. RIT requires **multi-factor authentication** for most logins to its systems, so in order to access MyCourses, you will have to enroll in the university's multi-factor authentication (<https://www.rit.edu/its/mfa/enroll>).

\*NTID courses and courses that are full, have a waitlist, and/or have associated labs/studios are not eligible for auditing. Courses with pre-requisites require pre-approval from the instructor. Courses with interpreters vary per semester.