

SENIOR CITIZEN CLASS VISITATION PROCEDURE AND REGULATIONS

(This is not to be confused with Division of Continuing Education senior citizen registration)

At the discretion of the instructor in charge, senior citizens (62 years of age or older) may attend any class as a visitor without formal registration provided classroom space and resources are available. (NOTE: no academic record will be maintained, and class participation and grading of assignments and tests will be the option of the instructor). The following procedure is required for participation:

- 1) Obtain the appropriate materials including the Visitation Request Form from the Office of Admissions, Spruce Hall, or the Records Office, Room 100, Administration Annex.
- 2) Choose the class you wish to visit.
- 3) Read and complete the Visitation Request form.
- 4) Sign the agreement on this form (reverse).
- 5) Obtain approval for the visitation at the office of the academic department offering the course. This may require contacting the instructor involved. The approved form should be retained by the instructor.
- 6) Attend the class if permission is granted.
- 7) At the end of the term, the instructor will sign the Visitation Request form certifying your visitation and return it to the Registrar's Office (Room 100, Administration Annex).
- 8) A copy of this form will be mailed to you by the Registrar.

The following regulations apply to senior citizen visitations:

- a) Participant must be 62 years of age or older.
- b) Participant is subject to the approval of the instructor and available resources and space in the class.
- c) Approval for visitation cannot be obtained prior to the first day of class in order to serve tuition paying students first.
- d) Neither academic credits nor grades will be assigned or awarded upon completion of the visitation nor will a record of participation be maintained by the University.
- e) Instructors are under no obligation to grade assignments or tests submitted by visitors.
- f) Student services are **not** available to visitors (student health, counseling, athletic event tickets, ID cards, etc...).
- g) Tuition and student and technology charges will not be assessed, however, course fees (i.e. transportation expenses, breakage fees, consumable supplies associated with labs, etc...) as published in the class schedule will be assessed to visitors.