

Guidelines for the Class Visitor Program

To implement the Class Visitor Program, the following guidelines will be followed:

1. Participants in the Class Visitor Program will not be admitted to the institution and will not be included on the class role of any course a participant visits. No record will be maintained in the system's student information system so no transcript will be available. Participants will not be included in any institutional or system enrollment count.
2. Each center or campus shall designate an office to sell Passes for those who wish to participate in this Program. This commonly will be the office assigned responsibility for non-credit activities.
3. To participate, an individual must be a high school graduate and must meet the requirements specified in Sections 2.A, 2.B, 2.C or 2.D of Board Policy 2:3 – System Undergraduate Admissions. No individual currently enrolled in any course offered by any of the Regental institutions may participate. No individual currently under suspension or expulsion from any of the Regental institutions may participate. No individual who has had a Pass issued under this program revoked for disruptive behavior may participate.
4. The participant will be required to go to the designated office to purchase a Pass. The fee for a Pass for a single course will be \$100. The individual selling the pass will fill out the first section of the Class Visitor Pass.
5. The participant will take the Pass to the instructor at the beginning of the first scheduled class meeting. If there are seats available and if the instructor consents, the faculty member will accept the Pass, fill out the bottom part which identifies the course, sign the Pass and mail it to the designated office. This office will record this information, maintaining record of the course(s) that the participant visited.
6. The participant will solely be a visitor in the classroom. The participant will not be permitted to complete or submit any assignments or class projects for grading or to take tests. The participant will not be allowed to take part in classroom discussions. Failure to follow this guideline will be considered disruptive behavior and the Pass will be revoked. If the visitor engages in other behaviors which disrupt the class, the instructor may revoke the Pass.
7. The participant may request a refund within ten days of the start of the semester by surrendering the Pass to the issuing office. Alternatively, the participant may elect to keep the Pass and use in some future term.
8. The participant will be responsible for books and other materials used in the class.
9. The participant may not have credit transcribed for a visited course through any validation means. To earn credit, a participant must subsequently register for the course, pay the required tuition and fees and meet all established requirements.