

## **PERSONAL ENRICHMENT PROGRAM GUIDELINES**

**The Office of Part-Time Studies at Villanova University is pleased to offer the Personal Enrichment Program.** Available to persons 65 years of age and older, this program allows these persons the opportunity to attend a college class at Villanova University. On a space available basis, senior citizens can enroll in classes in the College of Arts and Sciences and, with approval of the appropriate department, in the Villanova School of Business. Classes in the College of Engineering, College of Nursing and in Naval Sciences are not available for persons in this program. Villanova supports individuals seeking life long learning and who desire to specifically take classes at Villanova University.

**The following guidelines apply to persons interested in enrolling in the Personal Enrichment Program:**

1. The enrollment period for the Personal Enrichment Program is the **two business days after the drop/add period is over for traditional students.** This timeframe will be followed without exception.
2. Personal Enrichment students do not receive credit for the class in which they enroll and are not required to complete any tests/projects.
3. Part-Time Studies staff members and academic advisors provide assistance with course selection, registration and orientation to Villanova as needed.
4. Persons interested in this program **must apply for acceptance by completing the Part-Time Studies Application Form** (available in Vasey 107 or on the web at [www.parttime@villanova.edu](mailto:www.parttime@villanova.edu)); **must provide proof of age (i.e. Driver's License)** and submit both to Part-Time Studies for admission into the program.
5. To enroll in a class, approved students in the Personal Enrichment Program **must first register with Part-Time Studies** before going to the class or contacting the instructor.
6. Prior to registration, students are encouraged to check the master schedule for available classes on the Villanova web site at [novasis.villanova.edu](http://novasis.villanova.edu) and, when registering, should have the CRN number, course title and number for those classes in which they are interested.
7. Classes that have reached their class size limit or that have enrollment restrictions are not available for Personal Enrichment students. **Personal Enrichment students should not contact the faculty or attend these classes.**
8. Villanova University reserves the right to not admit an individual into this program as well as to rescind the registration of an individual or their continued participation in a class.

**These guidelines must be followed to remain in good standing with this program.**

**We hope that your educational experience at Villanova University is a positive one for you. Our office welcomes the opportunity to assist you in your lifelong learning.**