PERSONAL ENRICHMENT PROGRAM GUIDELINES

The College of Professional Studies at Villanova University is pleased to offer the Personal Enrichment Program. This program offers the opportunity for individuals age 65 and above to attend college courses at Villanova University. Personal Enrichment students are able to enroll, on a space available basis, for courses in the College of Liberal Arts and Sciences and, with approval in the Villanova School of Business. Courses in the College of Engineering, College of Nursing and in Naval Sciences are not offered in this program. Villanova University take pride in supporting individuals seeking lifelong learning.

Please review the guidelines below to apply and enroll in the Personal Enrichment Program:

• **TO APPLY as a new student to the program**
  - Individuals interested in the Personal Enrichment program are required to apply for acceptance by completing the College of Professional Studies Application Form and providing proof of age (i.e. Driver’s License). Both, must be submitted to The College of Professional Studies before being eligible to enroll in classes.
  - You will find the application available by going to the website below and clicking on APPLY NOW and filling out the application at the bottom right of the page under Special Applications, for Personal Enrichment
    ➢ www.cps.villanova.edu

• **TO FIND INFORMATION ABOUT THE CLASSES AVAILABLE:**
  - Before registering for courses, please check the master schedule for available courses on the Villanova website.
    ➢ https://novasis.villanova.edu/
  - Write down the course title, number and CRN number, which is the 5 digit number found to the right of the course name, for the courses you are interested in and bring this information with you on enrollment day.
  - If courses have reached their class size limit or have enrollment restrictions they will not be available for Personal Enrichment students.
  - Personal Enrichment students are only permitted to attend courses they are enrolled in for the current semester.

• **TO ENROLL IN CLASSES**
  - 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.
  - Please bring the researched course information with you on enrollment day and the College of Professional Studies staff members and academic advisors will be available to provide assistance with course selection, registration and orientation to Villanova as needed.

These guidelines must be followed to remain in good standing in the Personal Enrichment Program. 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.

We hope that your educational experience at Villanova University is a positive one for you. The College of Professional Studies welcomes the opportunity to assist you in your lifelong learning.
A Guide for New Personal Enrichment Students

Welcome to Villanova University’s Personal Enrichment Program! Below is helpful information that you may need as you get started and navigate being a newly enrolled student.

If you need assistance with registering, course information or any specific questions about the program please contact:
The College of Professional Studies Office
Vasey Hall, First Floor • 610.519.4300
Monday-Thursday: 9 a.m.-8 p.m.;
Friday: 9 a.m.-5 p.m.;
Saturday: 9 a.m.-noon
The above applies when classes are in session.
If classes are not being held, the hours are Monday through Friday 9 a.m.-5 p.m.
www.cps.villanova.edu

After acceptance into the Personal Enrichment Program you will need to apply and pay for your parking permit and get your WildCard ID.

Parking Office
Garey Hall, 1st floor on County Line Road • 610.519.6990
Monday-Friday: 8:00 a.m.-4:00 p.m.
The Villanova University Department of Public Safety - Parking Office issues campus parking permits. Online parking registration is done through NOVASIS. Parking fees are automatically applied to the student account. Parking permits must be picked up at the Parking Office, during normal business hours.
The Parking Office will have extended hours for the first two weeks of the fall semester and operates in other locations. www.publicsafety.villanova.edu

WildCard Office (Villanova ID Cards)
Dougherty Hall, First Floor • 610.519.4179
Monday-Friday: 8:00 a.m.-5:00 p.m.
Our official University ID Card, called the WildCard, is for students, staff and faculty. Photos are taken at the WildCard Office in Dougherty Hall. You must bring a photo ID, such as a driver's license, and proof of your enrollment at Villanova (letter of acceptance from the College of Professional Studies or a copy of your class schedule). Your card is necessary for verification purposes, student discounts, checking out library books, entrance into the library and its databases, access to the Internet, entrance to some campus buildings, and use of vending machines and photocopiers that do not accept cash.
www.unit.villanova.edu/wildcard

Bursar's Office
Kennedy Hall, First Floor • 610.519.4258
Monday-Friday: 8:30 a.m.-5:00 p.m.
Parking Permits can be paid for at the Bursar’s office once you have applied and picked them up at the parking office.
www.bursar.villanova.edu

Other important information:

Accessing and Confirming your Class Schedule
You may access your student account through MyNova at www.novanet.villanova.edu, to confirm your class schedule, or call the College of Professional Studies (CPS) office at 610.519.4300. During your first class meeting, please confirm with your professor that you are on the class list. If not, contact the College of Professional Studies office as soon as possible.

School Closing due to bad weather or emergency
Closings due to inclement weather are announced on area radio stations, including KYW Villanova University is in Delaware County. The code for College of Professional Studies Evening is 524; Undergraduate Day is 528. For recorded messages pertaining to potential closings, call 610.519.4505 or check the Villanova homepage (villanova.edu).