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 undergraduate college courses at Villanova University. Personal Enrichment students may enroll, on a space available basis, for undergraduate level courses in the College of Liberal Arts and Sciences and, with approval in the Villanova School of Business. Graduate level courses, courses in the College of Engineering, College of Nursing and in Naval Sciences are not offered in this program.

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

- **TO APPLY as a new student to the program:**
  - Prior to enrolling in any course, individuals interested in the Personal Enrichment Program must 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 registration in classes.
  - You will find the application available by clicking [here](https://novasis.villanova.edu/) or look for the APPLY button on the CPS Personal Enrichment webpage.

- **TO FIND INFORMATION about available classes:**
  - Each semester, a list of courses available to Personal Enrichment students will be posted to the Personal Enrichment webpage. You can expect to see this list several weeks before registration day.
  - Please check the Master Schedule for more information about the eligible courses on the Villanova website for the upcoming term. (date & time, location, instructor, etc.)
    - [https://novasis.villanova.edu/](https://novasis.villanova.edu/)
  - Note the course title, number, and CRN number (which is the 5-digit number found to the right of the course name) for the course(s) you are interested in. You will need this information for virtual registration.
  - The required ratio of Personal Enrichment students to traditional undergraduate students in any course is 1 to 5.
  - Courses that have reached the maximum ratio, class size limit, or have enrollment restrictions (Honors, etc.) are not open to Personal Enrichment students.
  - Personal Enrichment students are only permitted to attend courses they are enrolled in for the current semester. They may not attend class prior to being enrolled.

- **TO ENROLL:**
  - The enrollment period for the Personal Enrichment Program is the business day immediately following the drop/add period for traditional students. Registration will be available on that day virtually from 8 a.m. to 4 p.m. Please visit the Personal Enrichment Program Page on the website for the specific date and link each semester.

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Using your name and Villanova student ID number, you will fill out a Microsoft Form once with your desired course information. You will receive a confirmation email that we have received your request, and all requests will be processed in the order that they were received by a staff member from the College of Professional Studies, pending course availability. Students will only be eligible to register for one course to ensure that we can accommodate the requests of as many students as possible. Please list your course choices on the form in order of preference. Pending availability, after all students have had a chance to register for one course, we may open registration for a second course.

Once your course registration has been processed, the CPS staff member will email your course information to you, confirming enrollment. If the course(s) a student has selected are no longer available at the time their form is processed, the student will be contacted by a CPS staff member by email. The student may amend their registration by email until 4 pm on the drop/add day. The day following registration is considered drop/add day and will ONLY be used to make changes to existing registrations. No first-time registrations will occur on that day. This timeframe will be followed without exception.

Students are only permitted to attend classes AFTER they are officially registered on Personal Enrichment registration day. Students may not attend courses prior to the registration day nor attend courses for which they are not officially registered. Violation of this policy will lead to dismissal from the program.

It is expected that Personal Enrichment students in the College of Professional Studies will maintain a consistently high level of professional behavior. It is assumed that students will treat faculty, staff, and fellow students with respect, and their behavior should always reflect standards of professional excellence commensurate with their status and the values and principles of Villanova University. Severe or repeated violations of reasonable performance expectations may result in dismissal from the Personal Enrichment Program.
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 applying, 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-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 Identification Card.

Parking Office
Garey Hall on Spring Mill 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. Parking fees are automatically applied to the student account once registration for the semester is completed. 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.
www.publicsafety.villanova.edu

Bursar's Office
Kennedy Hall, First Floor• 610.519.4258
Monday-Friday: 8:30 a.m.-4:30 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

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 WildCard 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

Other important information:

Accessing and Confirming your Class Schedule
You may access your student account through MyNova at https://mynova.villanova.edu. 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.

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School Closing
NOVA Alert delivers important emergency and inclement alerts, notifications and updates to any mobile device or email you choose to register. When an incident or emergency occurs, authorized senders will notify you using NOVA Alert.

Sign Up for NovaAlert
To sign up or change your options:
1. Go to MyNova and login
2. Go to Novasis
3. Click Personal Information
4. Click on Nova Alert & Cell Phone Information
5. Enter your information
6. Your Villanova email and the cell phone information will be entered into the Nova Alert system

Community
The College of Professional Students hosts occasional events to promote community among Personal Enrichment students. We hope that you will join us and engage with your fellow classmates to get the most out of your experience.

Welcome to Villanova’s College of Professional Studies!