



VILLANOVA UNIVERSITY

College of Professional Studies

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 in an audit capacity for our Fall and Spring semesters. Personal Enrichment students may enroll, on a space available basis, for approved undergraduate level courses in the College of Liberal Arts and Sciences and, with approval, in the Villanova College of Nursing. Graduate level courses, courses in the College of Engineering, Villanova School of Business and 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 by the semester deadline, before registration in classes.
- You will find the application available by clicking [here](#) 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. (Attribute Type “**CPS PE Approved**”, date & time, location, instructor, enrollment, etc.)
- Note the course title, number, and CRN number (which is the 5-digit number found to the right of the course name) for the listed 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 occur on that day virtually from 9 a.m. to 4 p.m. Please visit the [Personal Enrichment Program Page](#) for the specific date and link each semester.

- 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.
- Once your course registration has been processed, a 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.

Cps.info@villanova.edu | www.cps.villanova.edu

After acceptance into the Personal Enrichment Program *and* registration into a course, you will need to apply and pay for your parking permit and get your WildCard Identification Card.

Parking Office | 610-519-6990 Monday-Friday: 8 a.m. - 4 p.m.

Full Year Pass: \$50, Half year pass (Spring Only): \$25 **Please note that this price is offered at a 50% discount*

The Villanova University Department of Public Safety - Parking Office issues campus parking permits. Personal Enrichment students must use the S-4 lot. Parking permits are virtual, and you can submit your name, car's make, model, color, year, and license plate number to parking@villanova.edu after registration. Public Safety at Villanova encourages all PE students to utilize the free On-Campus Shuttle, which conveniently stops near the S-4 garage elevators! The shuttle schedule can be found in the parking garage or on the website and real-time shuttle tracking is

available within the NOVA SAFE app. The On-Campus Shuttle makes a 10-minute loop and stops at Bartley, Connelly, St. Mary's, and Tolentine/White!

Please note that only students with injuries or disabilities should utilize the Mobility Shuttle.

www.publicsafety.villanova.edu

Bursar's Office

Technology Services Building, Second Floor (located on Lancaster Ave, same side as the commons)

Monday-Friday: 8:30 a.m. - 4:30 p.m. | 610-519-4258

Parking Permits can be paid through the Bursar's office the day after you have requested your parking permit via email. Payment can be made in-person, by mail, or online (V-Bill). 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, riding the On-Campus Shuttle, checking out library books, entrance into the library, access to the Internet, entrance to some campus buildings, and use of vending machines and photocopiers that do not accept cash. <https://www1.villanova.edu/villanova/unit/wildcard.html>

Accessing Your Class Schedule and Course Information

You may access your student account **the day after registration** 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 at cps.info@villanova.edu

24 hours after registration, you will be granted Blackboard access for your course. Access Blackboard through MyNova. If you have difficulty logging in, please contact UNIT at 610-519-7777.

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

Library

Personal Enrichment students are welcome to use [Villanova's library](#) with a few restrictions.

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!