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 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. Graduate Level Courses, Courses in the College of Engineering, College of Nursing and in Naval Sciences are not offered in this program. Villanova University takes pride in supporting individuals seeking life-long 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](http://www.cps.villanova.edu)

• **TO FIND INFORMATION ABOUT CLASSES AVAILABLE:**
  - Before registering for courses, please check the master schedule for available courses on the Villanova website.
    ➢ [https://novasis.villanova.edu/](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.
  - Courses that have reached their maximum class size limit or have enrollment restrictions will not be available for Personal Enrichment students. The ratio of Personal Enrichment students to traditional undergraduate students is 1 to 5.
  - 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 business day immediately following the drop/add period for traditional students. Registration will be available on that day from 9 am to 12 am and 1:30 to 4 pm in a designated location (Please see the CPS website for specific location each semester). The second day following the drop/add period will be used to make any changes to registration. No first-time registration will occur on that day, unless a student is making changes to a previously registered course. This timeframe will be followed without exception.
Please bring your researched course information with you on registration day and a College of Professional Studies staff member or volunteer will be available to provide assistance with course selection, registration, and orientation to Villanova as needed.

- Students are only permitted to attend classes that they are registered for after the registration day. Students may not attend courses prior to the registration day nor attend courses that they have not been registered in.

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 at all times 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 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 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.-5 p.m.
Friday: 9 a.m.-5 p.m.;
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 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

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
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
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