



**LIFELONG LEARNER CLASS VISITATION REQUEST**

Name: \_\_\_\_\_  
Last, First, Middle Initial

CSU ID: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
City State Zip Code

Phone number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Class requested for visitation:  
Course Number: \_\_\_\_\_  
Section Number: \_\_\_\_\_

I have read and understand the regulations concerning Lifelong Learner Class Visitation listed on the back of this form. I agree to abide by them as stated.

\_\_\_\_\_  
Signature of visitor

\_\_\_\_\_  
Date

**INSTRUCTOR CERTIFICATION:**

This is to certify that the above named individual participated as a visitor to the class taught by me for the \_\_\_\_\_ term, 20\_\_\_\_.

\_\_\_\_\_  
Signature of instructor

\_\_\_\_\_  
Date

This form must be submitted to the Office of the Registrar no later than the end of the term.



## **LIFELONG LEARNER CLASS VISITATION PROCEDURE AND REGULATIONS**

At the discretion of the instructor in charge, lifelong learners (55 years of age or older) may attend any class as a visitor without formal registration, provided classroom space and resources are available. (NOTE: no academic record will be created or maintained. Class participation and grading of assignments and tests will be at the discretion of the instructor). The following procedure is required for participation:

- 1) Choose the class you wish to visit.
- 2) Read and complete the Lifelong Learner Class Visitation Request form.
- 3) Obtain approval for the visitation at the office of the academic department offering the course. This may require contacting the instructor involved. Have the department or instructor sign the Visitation Request form certifying your visitation.
- 5) Attend the class if permission is granted.
- 6) Return the completed form, including the instructor signature, to the Office of the Registrar (after the CSUID and eID are assigned) by email at [registraroffice@colostate.edu](mailto:registraroffice@colostate.edu), by fax at (970) 491-2283, or in person to 100 Centennial Hall, no later than the end of the term.

The following regulations apply to Lifelong Learner Class Visitations:

- a) Participant must be 55 years of age or older.
- b) Participant is subject to the approval of the instructor and available resources and space in the class.
- c) Approval for visitation cannot be obtained prior to the first day of class in order to serve tuition paying students first.
- d) Neither academic credits or grades will be assigned or awarded upon completion of the visitation and a record of participation will not be maintained by the University.
- e) Instructors are under no obligation to grade assignments or tests submitted by visitors.
- f) Student services are **not** available to visitors (student health, counseling, athletic event tickets, ID cards, etc...).
- g) Tuition and student and technology charges will not be assessed, however, course fees (i.e. transportation expenses, breakage fees, consumable supplies associated with labs, etc...) as published in the class schedule will be assessed to visitors.

Steps to include a Lifelong Learner in a Canvas section if instructor chooses to use Canvas:

- a) In order for the Lifelong Learner to access the online portion of the course, the instructor/department sponsors the learner as an 'associate' to get an eID. That is, the department HR staff creates an "Associates" account for the learner.
- b) The learner goes to <https://eid.colostate.edu/> to activate their eID.
- c) The instructor manually adds the learner's ename as a student in the Canvas course:
  - a. In your Canvas course>People>+People>enter the ename, select Student role and section>Next>Add Users>Done.
  - b. This will send an email to the Lifelong Learner, inviting them to the class, with a link to Canvas.