Senior Citizen Request to Observe a Lecture Class

Office of the Registrar, Westerville OH 43082 614-823-1351

REQUEST DEADLINE

1) Requests must be on file at least 10 days prior to the start of classes. This permits the Registrar to:
   a) determine if the class is eligible per Otterbein College policies. Requestors are not to go outside the policy to seek permission from the instructor on their own.
   b) obtain approval from the instructor and Department Chairperson
2) Exceptions to this deadline cannot be made.
3) Notification will be made by email or letter.

ELIGIBILITY to PARTICIPATE

1) Qualifying age is 62.

The opportunity to observe a class is a free service Otterbein College offers to the Central Ohio community. Only one course per term may be observed.

ELIGIBLE CLASSES

1) **Not all classes are eligible for observation**. Observation is limited to lecture-style classes. Classes involving individual instruction or classes with full enrollment are **not available** (such as computer science, drawing, foreign language, lectures with labs, etc). There are no exceptions to this policy.
2) To view class offerings go online to www.otterbein.edu. In the A-Z Index, select Course Offerings. Also see the Course Catalog Descriptions link.

PARTICIPATION in CLASS

1) The extent of the observer's participation in class discussions or other class activities is determined by the instructor.
2) The interests of tuition-paying students must remain primary; interference by enthusiastic *observers* is disruptive. *Observers* are asked to sit behind the students who are enrolled for credit as the instructor expects to see and be able to call upon these students.

TRANSCRIPT

Observation of a class is not considered an audit, no tuition is charged and no transcript record is created.

PARKING REQUIRES A PERMIT

a. No charge for the permit
b. Valid for only one academic term
c. Obtained from Campus Security, 194 W. Main St. Phone number: 614-823-1870
d. Finding a space may not be easy

BOOKS

You may secure a book for the class at your own cost through the Bookstore which is located in the Campus Center on Home Street. Phone number: 614-823-1364

Request to Observe a Lecture Class

Term ☐ Summer ☐ Autumn ☐ Winter ☐ Spring

Name: _____
Last First M.I.

Street Address _____

City _____ Zip Code _____

Telephone Number ( ) Birthdate / /

E-Mail Address _____

Signature _____ Date / /

	Course Number	**Course Title**	**Day/Time**
Choice #1			
Choice #2			

Registrar ONLY:

_____/_____/_____ Registrar has confirmed with instructor and Dept Chair that request to observe is OK – name will not appear on class list and no grade needed.