

NON-ALTOONA STUDENTS REQUESTING ALTOONA CLASSES (For Fall and/or Spring Semesters)

If a *full time* non-Altoona student wants to take classes at Altoona, the following rules apply:

- ✦ Must be taking at least one course at home campus.
- ✦ No more than 2 courses or 6 credits per semester.
- ✦ No more than one 400 level course per semester.
- ✦ No guarantee of placement in a course.
- ✦ Students cannot be registered until the day after the drop/add period ends. (see exceptions below)
- ✦ Student's account will be charged a \$6 late add fee for each course added.

If a *part-time* non-Altoona student wants to take classes at Altoona, the following rules apply:

- ✦ Must be taking at least one course at home campus.
- ✦ No more than 1 course or 4 credits per semester.
- ✦ No more than one 400 level course per semester.
- ✦ No guarantee of placement in a course.
- ✦ Students cannot be registered until the day after the drop/add period ends. (see exceptions below)
- ✦ Student's account will be charged a \$6 late add fee for each course added.

PROCEDURE FOR NON-ALTOONA STUDENTS REQUESTING ALTOONA CLASSES

- ✦ Student gets a visiting student drop/add form(s) (different than a regular drop/add form) from the Registrar's Office, E130 Smith Building. Each course will require its own form.
- ✦ Student presents the drop/add form(s) to the instructor of the course(s). The instructor determines if it is appropriate for the student to begin the course the day after the drop/add period ends for the course.
- ✦ If the instructor approves the late add, the student takes the form to the Divisional Office responsible for administration of that course. The Division Head reviews the request.
- ✦ The student goes to the Divisional Office to pick up the form with the Division Head's signature the day after the drop/add period ends for the course. If both the instructor and the Division Head have approved, the student takes the signed form and their PSU ID card to the Registrar's Office, E130 Smith Building, for processing.
- ✦ This means that the student cannot add the Altoona course until the day after the drop/add period ends for the course. (see exceptions below)

Exceptions:

Courses linked to short-term study abroad courses are exempt from this policy, in order to support enrollment in study abroad opportunities. The Education Abroad Advisor will inform the Registrar's Office of the courses that are part of the study abroad program, including both the Altoona course, as well as the course that will occur abroad (indicated by INEX code).

Appeal Process:

A non-Altoona student who feels that this policy should not apply to them may appeal this policy in writing after the end of regular registration for Penn State Altoona students. To appeal the policy, a student must follow the steps below:

- ✦ The student will write up a brief explanation as to why this policy should not apply to them. Reasons for overriding this policy should be more than convenience, ease of scheduling, etc. Potential reasons might include ties to campus and /or faculty, work on research projects with Altoona faculty, etc.
- ✦ Student gets a visiting student drop/add form(s) (different than a regular drop/add form) from the Registrar's Office. Each course will require its own form.
- ✦ The student should get the signature of the instructor, and then present the form and the written explanation to the Division Head. The Division Head will review the appeal and either sign or not sign the form.
- ✦ If the Division Head denies the request, the student may appeal the Division Head's decision by submitting the materials to the Associate Dean for Academic Affairs for review.