

Community Scholar Handbook

The Community Scholar Program is a non-degree academic program offered by the University of Virginia School of Continuing and Professional Studies. This handbook has been created as an introduction to and resource for Community Scholars. Please contact the Program office at (434) 982-4789, or visit the Community Scholar website at www.uvacommunityscholar.info for complete program information, forms and important updates.

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Who Are Community Scholars?

Community Members

Community Scholars are individuals interested in education and lifelong learning. They are community members who appreciate the unique opportunity available to register for academic classes each fall and spring semester to pursue an educational interest, explore new subjects, meet an academic requirement, seek professional development, or investigate an intellectual curiosity.

Employees of the University

The University is committed to the continued professional and personal development of its employees. The UVA Employee Tuition Waiver Program permits eligible faculty, classified staff, and medical center employees to enroll in one UVA credit course (and corresponding lab/discussion) per semester with tuition and fees waived. For detailed information regarding this program, please contact UHR Employee Career Services at (434) 924-4343 or visit their website at www.hrs.virginia.edu/career (select employee tuition benefits).

High School Students

Exceptional high school students who wish to pursue advanced study in an academic environment when they have exhausted their high school's resources are eligible to participate in the Community Scholar Program. Requests to the Director of Academic Programs are required each term. High school students may register for *one course* per semester. Participation criteria include:

Submission and review of current transcripts.

An overall GPA of 3.0.

A permission form completed and signed by a parent or guardian.

Course identification and submission of a high school recommendation letter from the principal or guidance director documenting the circumstances supporting the student's registration in a University course.

Home Schooled Students

Home schooled students require documentation of academic achievement (i.e. PSAT, SAT, credit by exam); a completed, signed parental permission form; and an interview if deemed necessary by the Director of Academic Programs. Requests to the Director of Academic Programs are required each term. Home-schooled students may take *one course* per semester.

Part-Time UVA CLAS, MAT, and SEAS Students

Students from the College of Arts and Sciences and SEAS, under certain unique circumstances, may enroll part-time through the School of Continuing and Professional Studies. Through special arrangements and criteria designed for students requesting this option, the College of Arts and Sciences, Curry School of Education, School of Engineering and Applied Science, and the School of Continuing and Professional Studies have prepared guidelines and procedures which can be found on the Community Scholar website at www.uvacommunityscholar.info.

Senior Citizens

The University offers courses with tuition and certain fees waived for qualified senior citizens in compliance with the Senior Citizen Higher Education Act. To enroll at no charge and receive a grade in undergraduate or graduate courses, senior citizens must:

- Be at least sixty years of age at the time of registration.
- Have been legally domiciled in Virginia for at least one continuous year prior to the beginning of the semester.
- Not had taxable income the preceding year exceeding \$15,000 for federal income tax purposes.
- Be in good standing with the Community Scholar Program and the University.
- Complete all Community Scholar registration procedures including obtaining the instructor's signature and completing all applicable forms.
- Possess an undergraduate degree to enroll in graduate level courses.
- Sign a statement verifying the validity of the above requirements.

There is no income requirement if a senior citizen wishes to *audit* a credit course and receive no grade. To enroll at no charge and audit undergraduate or graduate courses, seniors must:

- Be at least sixty years of age at the time of registration.
- Have been legally domiciled in Virginia for at least one continuous year prior to the beginning of the semester.
- Be in good standing with the Community Scholar Program and the University.
- Complete all Community Scholar registration procedures including obtaining the instructor's signature and completing all applicable forms.

Community Scholar Registration Process

Course Selection

Courses may be selected from departments and schools throughout the University with the exception of the Schools of Medicine, Law, and Education. Community Scholars may enroll for an unlimited number of semesters, but may take no more than two courses per semester, along with any dependent laboratory or discussion session, for a maximum of 11.5 hours. Course listings may be found in the Course Offering Directory (COD) online at www.virginia.edu/registrar/.

Five Easy Steps to Register As a Community Scholar

1) Review the Course Offerings & Descriptions

The UVA Undergraduate and Graduate Records, found on the website of the University of Virginia Registrar (www.virginia.edu/registrar/), provide comprehensive online listings of all classes offered. Course descriptions may also be found on the websites of the various academic Schools and departments.

2) Select a Course & Obtain Related Course Information

The searchable Course Offering Directory (COD) (www.virginia.edu/registrar/) lists the available courses for a specific term, enrollment capacities, course times, dates, and locations. It also includes a link to the instructor's contact information. Please note that UVA students receive course registration priority for courses.

3) Download and Complete the Registration and Permission to Enroll Form from the Community Scholar website www.uvacommunityscholar.info/ or obtain one at the Community Scholar Office in Zehmer Hall, 104 Midmont Lane, Charlottesville, Virginia.

4) Contact the instructor(s) to request permission to enroll and obtain signature(s).

Many students make an initial contact with faculty via email outlining their interest in their course and if approved for course enrollment, determine how an instructor signature may be obtained. For some faculty and Community Scholar students, signatures are most easily obtained at the first class meeting. Please note that:

An original faculty signature is required for each course, lab, or discussion section on your registration form.

Faxed signatures are not acceptable.

Additional criteria to register for undergraduate and graduate courses may apply by School or area of study. These criteria, cited by School, follow:

School of Architecture: Community Scholars must obtain permission to register in any architecture course. Individuals must first acquire the signature of the instructor for the class, followed by the signature of the School's Registrar, Sharon McDonald at (434) 924-3937 or slf7a@virginia.edu on the Community Scholar registration form where indicated. Community Scholars may enroll in a lifetime maximum of four courses in the School of Architecture.

College of Arts and Sciences: English courses designated 700-level and above require special advance approval. Contact Professor Herbert Tucker regarding course pre-approval. Mr. Tucker may be contacted at ht2t@virginia.edu or (434) 924-6677.

For all graduate level coursework, a current official or unofficial transcript(s) must be submitted to the Community Scholar Office at least two weeks prior to the start of classes to initiate the registration approval

Bachelor of Interdisciplinary Studies: For all BIS courses, please consult with the BIS Program staff at (434) 924-5274 prior to contacting faculty for course permission.

Darden Graduate School of Business: The signature of the Darden Registrar, Catherine Smiley, at (434) 924-4785 or chs3y@virginia.edu must be obtained on the Community Scholar registration form where indicated prior to obtaining the class instructor's signature. Community Scholars may enroll in a lifetime maximum of six credit hours in the Darden Graduate School of Business.

School of Engineering and Applied Sciences: Special advance approval is required for all courses numbered 300 and above. Current transcripts must be submitted with the registration form at least two weeks prior to the start of classes to initiate the registration approval process. Contact the Community Scholar office at (434) 982-4789 or communityscholar@virginia.edu for additional information.

McIntire School of Commerce: Special advance approval is required to register for Commerce School classes through the Community Scholar Program. Current unofficial or official transcripts must be submitted with the registration form at least two weeks prior to the start of classes to initiate the registration approval process. Contact the Community Scholar office at (434) 982-4789 or communityscholar@virginia.edu for additional information.

School of Nursing: Community Scholars may only register for courses that begin with the mnemonic NUIP in the School of Nursing. The signature of the School of Nursing Registrar at (434) 924-0076 or nur-registrar@virginia.edu must be obtained on the Community Scholar registration form where indicated prior to obtaining the course instructor's signature.

5) Register in person at the Community Scholar office.

Once you've obtained the appropriate signature(s), please visit the Community Scholar office in the School of Continuing and Professional Studies at the North entrance of Zehmer Hall, 104 Midmont Lane, to register and pay in full for the course(s). The office is open Monday – Friday, 8:00 am – 5:00 pm.

Note: Students may wait until the first day of class to obtain faculty signatures; however, it is recommended that you complete this requirement as early as practical in order to register and obtain a UVA e-mail address. (See page 6 regarding email and Toolkit account information).

Registration Blocks

Such things as unpaid bills, library fines or University parking tickets can generate blocks during the registration process. Individuals may not enroll in courses or complete registration if a registration block exists on their account. It is necessary to clear all registration blocks prior to registering for courses.

Registration Dates

The Community Scholar registration period begins approximately six weeks prior to the start of fall or spring classes, ending nearly three weeks following the start of the semester. Refer to the Community Scholar website www.uvacommunityscholar.info for the specific dates.

Registration must be completed in person at the School of Continuing and Professional Studies, Zehmer Hall, 104 Midmont Lane (Monday-Friday, 8am – 5pm). Full course payment is required at the time of registration.

Registration Late Period

A late registration period will commence at the close of the semester's open registration period. Please refer to the website www.uvacommunityscholar.info for specific late registration dates. A fee of \$25 will be assessed if registration is completed during the late registration period. No registrations will be accepted beyond the late registration period.

Community Scholar Policy

Academic Good Standing

Anyone currently under suspension or not in academic good standing at any college or university is ineligible for enrollment through the Community Scholar Program.

To remain eligible for continued registration as a Community Scholar, individuals registered in undergraduate courses must maintain an average grade of "C"; individuals registered in graduate courses must earn a grade of "B-" or above to continue in the program. A Community Scholar with a grade of incomplete will not be permitted to register for additional courses until the incomplete is satisfactorily completed.

Degree candidates in good standing at other accredited institutions may enroll as a Community Scholar at the University of Virginia. The student is fully responsible for assuring that transfer credits will be accepted by the home institution and applied to the degree.

Written appeals for admission or readmission into the Community Scholar Program must be submitted to the Director of Academic Programs, School of Continuing and Professional Studies (434-982-5284) prior to the start of the registration period for the semester that the student desires to enroll.

Class Registration Eligibility – Undergraduate or Graduate

Individuals who do not possess an undergraduate degree may only register for undergraduate courses. Proof of an undergraduate degree must be presented at the time of registration in order to enroll in a graduate course. A copy of an undergraduate diploma or unofficial transcript may serve as verification. UVA alumni are not required to submit transcript verification.

Community Scholar Status and University Services

Community Scholars do not pay the required full-time student fees which include such items as athletic tickets, intramural access, Student Health, University Transit, Student Legal Services, and University Union tickets). As such, they are not eligible to use the services of the Department of Student Health or purchase the University-endorsed Student Health Insurance plan, nor will they receive the above-mentioned services while taking classes through the program. Community Scholars are urged to make other healthcare arrangements.

Community Scholar Standards of Conduct

Community Scholars enrolling in University courses agree to abide by the University Honor System, the University's rules and regulations, and the School of Continuing and Professional Studies policy on appropriate conduct.

In addition, Community Scholars assume an obligation to conduct themselves in a manner that is civil and compatible with the University's function as an educational institution. In a community of learning, willful disruption of the educational process, destruction of property, interference with the orderly process of the University, or with the rights of others cannot be tolerated. In order to fulfill its functions for imparting and gaining knowledge, the University has the authority and responsibility to maintain order within the University. The Dean of the School of Continuing and Professional Studies has the authority to exclude those who are disruptive of the educational process, including those whose behavior would present a threat to the health and safety of others.

Faculty Approvals and Signatures

Community Scholars must obtain the permission of the instructor(s) to enroll in each class, lab, and discussion group. Faculty reserve the right not to admit a Community Scholar into a class based upon class size or lack of prerequisite education. Additional signatures may be necessary and all signatures must be obtained prior to visiting the Community Scholar Program office to pay tuition and fees and complete the registration process.

Students seeking to audit classes must obtain instructor permission at the time of registration. Courses successfully taken on an audit basis have the symbol AU recorded and no credits are earned. A grade of W is recorded for any student who discontinues the audit after the drop deadline or who fails to meet the instructor's standards. Regular tuition rates and fees apply.

Residency & Tuition

To qualify for In-state residency and tuition, individuals must have been legally domiciled in Virginia for at least 12 consecutive months immediately preceding the first day of class. If you are uncertain as to your residency status, contact the Community

Scholar office several weeks prior to the start date of the semester. Students may be required to submit proof of residency. University information regarding residency may be found at www.virginia.edu/undergradadmission/status.html.

Visa Status

Any student with non-immigrant status is required to indicate their status at the time of registration. Necessary guidance may be obtained from the International Studies Office at (434) 982-3010 or by visiting <http://www.virginia.edu/iso/>.

Academic & Administrative Information

Community Scholar Administrative Calendar

The Community Scholar Program maintains its own registration calendar specific to add/drops, refunds, withdrawals and grade changes. These dates are updated each semester and can be found