WCC Policies and Procedures

Title: Senior Citizen Visitor Pass

Reference: Leeward Community College
Senior Citizen Visitor Program described in College Catalog, pg 97
Kauai Community College http://info.kauaicc.hawaii.edu/admissions/ar/scvp.htm
UH Manoa Center for Adults Returning to Education (CARE) http://www2.hawaii.edu/~care/srcit_el.html
UH Hilo in partnership with CCECS Hilo SeniorNet Learning Center http://seniornethilo.org/ (computer classes only)
Honolulu Community College Seniors/Emeritus College http://www2.honolulu.hawaii.edu/?q=content/seniorsemeritus-college

Background and purpose (Introduction)*: Responding to the request for educational resources by the senior citizens community of Windward Oahu and Senate Concurrent Resolution (S.C.R.) Number 186 whereby the Senate of the 24th Legislature (2007) of the State of Hawai‘i requested the University of Hawaii System to implement a system wide senior citizen visitor program for senior citizen students. The UH System has allowed each campus to decide how to implement the policy for their respective populations. Windward Community College does not have an existing policy.

Authority: Vice Chancellor of Student Affairs

Definitions/categories:

The Senior Citizen Visitor Program (SCVP) allows senior to “visit” courses that are offered at Windward Community College free of charge if the seats are available. Visitors are exempt from tuition/fee payment, no credit is awarded, no name will appear on the instructor’s class roster via MyUH, and no permanent academic records are retained in the Admissions and Records office. If the Senior Citizen wishes to enroll in courses to receive credit, he/she is required to follow the same procedure and deadline as other students. Once this Senior Citizen Visitor Pass is issued, the Senior Citizen Visitor cannot request credit for the visited class(es). Senior Visitor status does not provide student access to MyUH, UH ID, or the Library.

Qualifications for a Hawai‘i Senior Citizen Pass:

- Bona fide resident of the State of Hawaii for University of Hawaii’s tuition purposes
- At least 60 years of age prior to the first day of the semester
- Be clear of University of Hawaii System financial obligations
- Must meet State of Hawaii Department of Health (DOH) Health Clearance requirements (Hawaii Administrative Rules Title 11-157)
- Refer to windward.hawaii.edu/admissions_and_records for Health Clearance form and information
Provide Tuberculosis (TB) examination within 12 months prior to first day of the term with application

Provide Measles, Mumps, and Rubella (MMR) immunization records (exempt if born before 1957) with application

- Must have instructor’s permission to enroll in course, as documented on the Senior Citizen Visitor Pass application form
- Must meet course prerequisites, if any

Provisions:

- Instructor may specify the level of participation of the auditor, including assessments, assignments, and class participation.
- Seats must be available in chosen course AFTER late registration
- Seniors cannot visit more than 3 courses per semester
- Seniors will not receive credit or grade for any course attended
- Seniors will not apply course toward future prerequisite fulfillment or prior learning credit
- Senior’s name will not appear on instructor’s official class roster
- Senior’s will not be required to pay any tuition and student fees; course materials, supplies and/or other costs may apply
- Seniors will abide by all WCC and UH System-wide policies, including the Student Conduct Code
- Passes are issued Fall and Spring semesters only, students must reapply each semester
- Classes or programs excluded from the Senior Citizen Visitor Pass include those offered by the Office of Career & Community Education, as well as Veterinary Technology and Veterinary Assisting program coursework.
- If senior wishes to register during the regular registration and late registration periods, they may do so but must complete all registration procedures and pay full tuition and fees.

Procedures:

1. The Senior Citizen Visitor secures the Senior Citizen Visitor Pass application and a Residency Declaration form at the Admissions and Records Office, beginning the first day of late registration.
2. The Senior Citizen Visitor instructor’s permission AFTER Late Registration period with signature and date for no more than three classes per semester.
3. The Senior Citizen Visitor submits application with the Residency Declaration form and health clearances to A&R.
4. A&R confirms Senior Citizen Visitor Hawaii residency status.
5. A&R returns application to Senior Citizen with approval stamped.
6. Senior Citizen Visitor retains application as his/her “PASS” to participate in the class listed on the application.
7. Completed forms are retained by the Office of Admissions and Records.
8. Attending Windward Community College using a Hawai'i Senior Citizen Pass is free of charge. Therefore, the student is not included in official enrollment records of the university, is assigned no grade for attendance, and receives no course credit.

**Timeline**: Visitor Passes are issued for Fall and Spring terms only.

**Exclusion**: Anyone not meeting the above qualifications.

**Responsibilities**: Vice Chancellor of Student Affairs

**Effective date**: Spring 2014

**Revised date**: Date of revision.