

# Pine Technical College

## Policy and Procedure

Policy Number: 212R Date: 04/15/99 Revision Date: 04/15/2001 Second Revision  
Date: 10/11/04

Division/Department: Academic Affairs Author: KOTEK & FAGERSTROM  
Subject: SENIOR CITIZEN ENROLLMENT PROCEDURE FOR OPEN  
ENROLLMENT HOUR-BASED CLASSES

### **Authorities:**

Department of Academic Affairs and Customized Training/Continuing Education

### **Purpose:**

To establish a Pine Technical College enrollment procedure for senior citizens, age 62 and up, in Open Enrollment hour-based classes.

### **Policy:**

The Office of Academic Affairs and Department of Customized Training/Continuing Education seek to establish a clearly defined process for enrolling senior citizens, age 62 and up, in open enrollment hour-based classes. It is the intent of these departments to establish a unified understanding of the senior citizen enrollment procedure.

### **DEFINITIONS:**

**SENIOR CITIZEN** a person 62 years of age or older residing in the State of Minnesota.

**OPEN ENROLLMENT HOUR-BASED CLASS** An hour-based class is designed to offer specific training topics in an hour-based format.

**OPEN ENROLLMENT HOUR-BASED CLASS OUTLINE** An hour-based class content outline will be developed and placed on file with the college curriculum committee.

### **Procedure:**

#### **ENROLLMENT PROCEDURE**

MN Residents 62 years or older may register tuition-free for any hour-based courses except for courses designed and offered specifically and exclusively for business/industry. Exceptions may apply. State law states that the senior citizen may take a course "when space is available after all tuition-paying students have been accommodated." Proof of age will be required at registration. Senior citizens will be placed on a waiting list and notified the day of the class if a place is available or if the class is cancelled. Senior citizens are responsible for all technology and parking fees, lab, book and material fees.

### **Responsibilities:**

It will be the responsibility of the Department of Customized Training staff member to monitor senior citizen enrollment for all open enrollment hour-based courses.

**Dissemination:**

Standard dissemination.

Reviewed by Executive Cabinet: 04/19/99

Reviewed by Faculty Senate:

Reviewed by:

Approved: 04/19/99

Second Revision Reviewed by Leadership Team: 10/01/04

Approved: Robert L. Musgrove, President

Signature: \_\_\_\_\_