

Gettysburg College Guest Student Enrollment Policies

Eligibility

Guest Students must be a secondary school graduate or equivalent. Successful completion of high school coursework and/or any college-level work is required. While Gettysburg College graduates are eligible for the Guest Student program, courses earned will not be added to the previous undergraduate record. High school students interested in becoming a Guest student must get special permission from the Director of Admissions.

Guest Student Application Process

Guest Student application forms are available on the Registrar website and at the Admissions Office. An interview may be required.

- Complete the Guest Student application form (must include high school transcript and proof of graduation, college transcripts if courses have been taken at the college level, and a statement of educational goals). If you are applying as a continuing Guest Student, a Gettysburg College transcript is required as a part of the admissions process.
- Obtain instructor signature for the desired course(s).
- Submit the application for review and approval from the Admissions Office by **August 1st** for fall and **December 19th** for spring.
- Non-employee Guest Students who want to enroll in more than two courses must interview with the Admissions Office.
- Those in the teacher certification program must interview with the Education Department Chair.

Enrollment Terms

- Guest Students are enrolled on a part-time basis in one or two courses in a given semester.
- Guest Students are *limited to a total of eight course enrollments*, provided the student is in good academic and social standing.
- Full-time non-employee Guest Student enrollment must be approved by the Admissions Office and is limited to one term. An interview is required.

Gettysburg College Employees

Gettysburg College employees may participate in the Guest Student program as a part of the fringe benefits provided by the College. The cost of tuition is paid by the College for eligible employees, their spouses/partners and children for up to two courses per semester. The employee must complete the proper paperwork in the Human Resources Office in order to have the tuition benefit applied toward the cost of the course. You must make these arrangements by **August 15th** for the fall semester and **January 2nd** for spring semester.

Continuation of Enrollment as a Guest Student

Continuation of Guest Student enrollment is dependent on maintaining good academic and social standing. A new Guest Student application must be completed and submitted to the Admissions Office at least four weeks before the beginning of each semester (new secondary school records do not need to be submitted). Guest Students interested in being considered as a matriculated student must file the Common application with the Admissions Office by the appropriate deadline date. There is no guarantee of admission as a full-time matriculated student.

Cost

The Guest Student tuition fee is \$3,410 per course unit for the 2017-2018 academic year, payable by August 15, 2017 for the fall semester and by January 2, 2018 for the spring semester.

Guest Students who are not College employees, during the term in which they are enrolled, are eligible for:

- Enrollment in regular course offerings
- Library privileges (library card issued after registration from Registrar's Office)
- Parking privileges by purchasing a parking sticker from the Department of Public Safety
- Full college credit for course(s) successfully completed (each course unit = 4 semester hours)
- CNAV (College Navigation) access
- Gettysburg College email account

Please note that as a non-employee Guest Student you will not be issued a student ID card and thus are not permitted to use facilities for which an ID card is required. Guest Students are not eligible to participate in student clubs, organizations, and varsity athletic programs.

Honor Code and Student Conduct

Gettysburg College seeks to establish and maintain an environment which provides for the development of the student as a whole person with an emphasis on inquiry, integrity and mutual respect. Guest Students are expected to know and abide by the Gettysburg College Honor Code and all College policies pertaining to their conduct. For information regarding the College policies, the Student Handbook is available online at www.gettysburg.edu.

Important Contact Information

Admissions Office - Eisenhower House, 717-337-6100

Registrar's Office - College Union Building, 2nd Floor, 717-337-6240

Academic Advising Office - College Union Building, 2nd Floor, 717-337-6579

Department of Public Safety (parking information) - Stevens St., 717-337-6912

Human Resources (for college employees) - 1st floor Pennsylvania Hall, 717-337-6165

Gettysburg College Guest Student Application

I am a (check all that apply):

- First-time Guest Student at Gettysburg College
- Continuing Guest Student at Gettysburg College
- Minor, my birthday is _____ (month, date, year)
- Gettysburg College Employee
- Spouse, Partner, or Dependent of a Gettysburg College Employee- if checked please fill in name and department of the employee: _____, and your relationship to the employee: _____

If you are applying as a first-time Guest Student, please have your high school transcript and official transcripts from any college level work submitted to the Gettysburg College Admissions Office.

Personal Information

First Name _____ Last Name _____

Maiden Name (if applicable) _____

Home Address _____

Home Phone () _____ Cell Phone () _____

Email Address _____

Emergency Contact name _____ Phone number _____

Current occupation _____

Name and address of employer _____

Academic Information

Name and location of all secondary schools attended with period of attendance at each:

Secondary School Name	City, State	Dates Attended	Graduation Date
_____	_____	_____	_____

Name and location of any colleges or universities you have attended and period of attendance at each:

School	City, State	Dates Attended	Degree Received?
_____	_____	_____	_____

Course(s) Taken Previously as a Guest Student at Gettysburg College (if applicable)

Course(s)	Semester	Grade
_____	_____	_____
_____	_____	_____

Gettysburg College Guest Student Application (continued)

1. Why are you interested in being a Guest Student at Gettysburg College?

2. What types of courses are you interested in taking?

3. What are your educational goals?

4. Have you ever been dismissed, placed on probation or suspended from any secondary school or college that you attended? Yes No

5. Have you ever been convicted of a crime other than a summary offense (traffic violations, etc.) or been found responsible as a juvenile for an act of delinquency? Yes No

If you answered "yes" to question four or five, please explain in detail on a separate sheet.

Academic Honor Code:

I affirm that my work on this application is entirely my own, and that all the information on this sheet is factually correct and honestly presented.

Signature of Applicant: _____

Date: _____

Gettysburg College Guest Student Course Registration Form

To the Student:

- Please complete this form and sign your name at the bottom.
- Obtain signatures from the faculty members of the courses you wish to take.
- Once all signatures are obtained, bring this form to the Admissions Office.

Student Name: _____ Semester: _____

I have previously taken courses as a Guest Student at Gettysburg College: Yes No

To the Instructor:

The above student is interested in taking your course this semester as a Guest Student. He/she has submitted an application, including secondary school transcripts and any college transcripts, to the Admissions Office. Guest students are welcomed into our campus community to provide enrollment in regular course offerings as a non-matriculated student to meet specific educational goals, career objectives or personal enrichment interests. Guest students are allowed to take up to two courses in a given semester; special permission is required to take more than two courses. Gettysburg College faculty members reserve the right to determine if it is appropriate for a guest student to enroll in their courses. If the student is a minor, faculty are required to obtain additional background clearances through the Human Resources office.

Course(s) _____

Semester: _____

	Department	Course #	Days and Time of Class	Faculty Signature	Faculty approval if class is full? Yes/No	Date
1						
2						
3*						
4*						

* You may add a third or fourth course in a given semester if you have been given permission by the Admissions Office to register as a full-time student.

Student Signature _____ Date _____

Admissions Staff Signature _____ Date _____