

Dear Auditor,

In support of Rutgers' commitment to health and safety for all members of its community, the Senior Citizen Audit Program will resume with in-person and online classes for the Spring 2022 semester with a vaccine requirement that must be completed by **January 4**. You may request permission to audit classes between December 6, 2021, and January 12, 2022. Permission to Audit Forms **will not be accepted after January 12**.

**Vaccine requirement for Spring 2022:**

**ALL** senior auditors participating in the Spring 2022 semester are required to upload proof of vaccination by **January 4**, regardless of auditing status (in-person or online class.) Requests for a medical or religious exemption must be submitted by **December 17**. **No exceptions will be made to these deadlines**. If you are not vaccinated and do not qualify for an exemption, you will not be permitted to audit classes.

You will be required to login to the vaccination system using your NET ID and password. If your NET ID is not currently active, let us know so it can be reactivated.

**NOTE:** It is important to upload your vaccination records as soon as possible even if you have not yet selected classes to audit.

**To audit a class, follow the steps below:**

- 1) Visit the Schedule of Classes website to browse New Brunswick course listings for Spring 2022, **but do not register for the course through the website**.
- 2) Once you've selected a class, email the instructor **before January 12** to request permission to audit the course. The name of the instructor will be included on the course listing. Permission to audit a course may be granted by the instructor on a space-available basis within departmental guidelines. (Please contact me if no instructor name is listed).
  - Contact information for instructors can be found at: <http://search.rutgers.edu/index.html>.
  - Include the course title and complete course number in your request. (Course number includes School-Major-Course-Section. Example: 33-011-100-01. The section number will be listed in the green box when you expand the course listing. If the box is red, the class is full--do not request permission to audit.)
  - If you are requesting to audit an online class, ask the instructor which Learning Management System (LMS) will be used to teach the course (Canvas, Sakai, Blackboard) and if you need access to any other online resources such as Zoom, Webex, Box, or Rutgers Library.

**The following classes are NOT eligible for audit:**

- Courses with full enrollment
  - Courses in the nursing/medical departments
  - Courses included in the Big Ten Academic Alliance (BTAA) program (this will be noted in the comment section of the course).
- 3) Once you receive permission to audit a class from the instructor, complete the Permission to Audit Form before **January 12**. Copy and paste the email you received from the professor into the Permission to Audit Form.

- A separate form must be completed for each class
- **Permissions to audit will not be accepted via email.**

### **Senior Citizen Auditor Class Participation Guidelines**

Senior Citizen Auditors are guests of the university and are welcome to enjoy classes as long as they respect the expectations of the instructor regarding auditors and do not negatively impact the educational experience of other class participants.

The class instructor, at their sole discretion, determines whether auditors in the class will be able to fully participate in the class or will only be allowed to observe with no active participation. In addition, the instructor may rescind permission of the auditor to participate if the instructor deems that it is in the best interest of the class to do so. If a senior citizen auditor does not abide by the guidelines set forth by the instructor, is disruptive, or otherwise behaves in a way the instructor believes is detrimental to the class, either the instructor or the Senior Citizen Audit Program coordinator has the authority to rescind consent to audit the class and/or disenroll the auditor from the program.

### **Key Dates**

December 1	Online application open for new members
December 6 - January 12	Senior auditors may email instructors to request permission to audit
December 17	Deadline for submitting a vaccine exemption request
December 20	Deadline for new applicants to apply to the program
December 24-31 time)	University closed for winter break (no registrations will be processed during this
January 4	Deadline for <u>submitting proof of vaccination</u>
January 12 <i>date.</i> )	Deadline to submit Permission to Audit Form ( <i>No forms will be accepted after this</i>
January 17	Holiday, university closed
January 18	First day of Spring 2022 semester
March 12-20	Spring Break, no classes
May 2	Classes end