

Frequently Asked Questions

What is the Senior Adult Learning Center (SALC)?

SALC is a program of "lifelong learning" or "learning in retirement" offered at PSU. It has two components: tuition-free auditing of classes and a membership organization called RAPSU.

Who is eligible to register for a class at the SALC?

You have to be an Oregon resident and at least 65 years of age when you register for a class as a senior auditor. We will also enroll you if you are 64 and your 65th birthday is during the term for which you are registering. Unfortunately, residents of Washington State are not eligible; you must have an Oregon mailing address. We also can not offer our services to people on disability if they do not meet the age and residency eligibility requirements above.

What is the proper auditor etiquette?

When auditing a class, please be courteous and considerate of the students who are taking the class for credit by not dominating class discussions. You may also want to discuss with the instructor the expectations each of you have regarding your class participation and assignments. If you enjoyed a class, please tell your instructor or send a thank you letter. The SALC office is also interested in hearing about your favorite classes so that we can share this information with other auditors.

What are the limitations on taking classes?

- Auditing classes is allowed only on a space-available basis, i.e., you may find that the instructor of a class you'd like to take is unable to enroll you because it is full. Paying students always have priority over senior auditors.
- Classes are on an audit basis, meaning that participants do not get any credits towards a degree and there is no grade posted by the class instructors.
- Tuition is waived, but if there is a fee listed in the Schedule of Classes, you are still required to pay it. These are normally materials fees or lab fees. Fees for online classes are also charged (\$30 per credit for partially, \$60 per credit for fully online courses).
- Classes are tuition-free only if you register through the SALC office. If you go through other University admission and registration procedures, you will end up with a hefty bill just like regular paying students, and the SALC will not be able to help you have this bill waived.
- You can register for up to 8 credits per term. Some classes are not available to SALC auditors, for example classes offered by the School of Extended Studies, Capstone classes (service-learning classes required for all graduating students), English as a Second Language classes, and most professional development classes.

Please understand that auditing classes is allowed only on a space-available basis. Unfortunately, nobody at PSU, including SALC and the instructor, will be able to determine the enrollment situation before the first day of the term. The only way to find out whether space is available for you is to talk to the instructor on the first day of class. Please do not contact instructors before the first class meeting with requests to be accepted to the class.

SALC Registration Procedures

One Time Only	<p>Before registering for classes, you must be enrolled as a SALC auditor in PSU's computer system (Banner). To this end, a Non-Degree Entry Form (blue) needs to be filled out and brought to SALC along with a \$25 check made out to "Portland State University". This step only needs to be completed <u>one time</u>. You will receive a letter containing your PSU student ID number. This number is needed to register for classes <u>every term</u>, so please keep it in a safe place.</p>
Every Term	<ol style="list-style-type: none"> 1. Review the schedule of classes. Schedules are available about a month prior to the beginning of each term and can be accessed online at www.sa.pdx.edu/soc. For seniors who do not have internet access, a printout of the website is available for reference at the SALC office. 2. Select classes and complete the white registration request form. You are limited to 8 credits per term. Please complete <u>all</u> information on the form including your address and student ID number; we will <u>not</u> be able to process incomplete forms. 3. When the term starts, go to the first meeting of the class. At the end of class, talk to the instructor to obtain a signature. Introduce yourself as a SALC auditor and ask whether space is available for you. If so, the instructor will sign your form. Please note that paying students always have priority to SALC auditors. If the enrollment situation is unclear (i.e., more students can be expected to sign up), an instructor may ask you to return at a later time in the term. Please do <u>not</u> contact instructors before the first class meeting, as they cannot determine whether space will be available for you until classes begin. 4. If you are signing up for more than one class, obtain signatures from <u>all</u> instructors. 5. Bring the white registration request form to SALC once all instructors have signed it. You may mail the form or drop it off at the SALC office. Our office is located on the 4th floor of the Urban Center building, and our mailing address is SALC/IOA, Portland State University, P.O. Box 751, Portland, OR 97207. <p>We will process the form and issue you a registration confirmation, which serves as your only proof of enrollment. You can have your registration confirmation mailed to your home address, or pick it up from the bulletin board outside the SALC office. Please check one of the boxes on the front to indicate your delivery preference. If you make no selection, the form will be posted on the bulletin board.</p> <p>It is possible to drop or add classes once you have registered. To <u>add</u> a class, please fill out a registration form, see the instructor for approval, and drop the form off at SALC. If you would like to <u>drop</u> a class, please come in during our office hours with your yellow registration confirmation form, so we can update the PSU system. If you would like to add or drop a class, you must contact us before the end of the third week of the term. It is not possible to add/drop/change classes after that deadline.</p> 6. If you have selected classes that carry a fee, PSU will send you a bill. Fees are listed in the schedule of classes and you will also be charged for online classes (\$30 per credit for partially, \$60 per credit for fully online courses; online classes are marked with a computer symbol in the schedule of classes). You are responsible for paying your fees by the due date listed on the bill. Late payment will result in interest and account maintenance fees charged to your account monthly after the due date. If all outstanding fees are not paid by the end of the term, a \$100 late fee will be added to your bill and a hold will be placed on your account preventing registration for future terms. If you drop a class, please make sure to notify us by the end of the third week of the term; if you do not notify us of dropped classes, you will be billed for applicable class fees.

Where can I find information about classes?

Unfortunately, PSU no longer publishes a printed schedule of classes, but you can look up classes and classroom locations by going online (www.sa.pdx.edu/soc). We also have a printout of the schedule of classes available at the SALC office.

How do I find out where my class will be held?

PSU classroom assignments are not available until 2 weeks before the beginning of term. This information will be added to the schedule of classes online, and a printout will also be available in the SALC office for your reference.

Where do I pay class fees?

If you have registered for classes that carry a fee, PSU will send you a bill. Late payment will result in interest and account maintenance fees charged to your account monthly after the due date. If all outstanding fees are not paid by the end of the term, a \$100 late fee will be added to your bill and a hold will be placed on your account preventing registration for future terms. You can pay by mail or by going to the cashier's window in Neuberger hall. All payments should be sent directly to PSU, not to SALC.

How do I add or drop a class after the term has started?

If you would like to add a class, please fill out another registration form, see the instructor for approval, and drop the form off at SALC. If you would like to drop a class, please come in during our office hours with this registration confirmation form, so we can update the PSU system. You must follow this procedure for dropping a class, or you will be responsible for paying fees. Please note that the add/drop change period ends at the end of the third week of the term; if you wish to make changes to your registration, you must contact us before that date.

What is my proof that I am an official senior auditor?

Once you have registered for classes at the SALC, you will be provided with a registration conformation form, printed on a yellow sheet of paper. This serves as your ID card on campus during the term that you are taking classes. We ask that you carry this yellow form with you while you are on campus.

I registered for a class, and was told by the instructor that they have no space available for auditors. What do I do?

Remember, auditors can take classes only on a space-available basis. We ask that you check with professors on the first day of class if they have room for auditors. Space availability is normally not a problem, but sometimes a class may be full with paying students. If this is the case, please select a different class, fill out a new registration form and contact the instructor to see if space is available.

What can I do to guarantee a space in a class for myself?

Please remember that classes for seniors are on a space-available basis. Consequently, there is no guarantee that the professor will have space in the class. The only way to find out whether space is available for you is to talk to the instructor on the first day of class. Please do not contact instructors before the first class meeting with requests to be accepted to the class.

How soon can I register for classes next term?

You will receive the SALC newsletter about a month before the start of the new term. The newsletter will contain a registration request form. Identify classes you'd like to take, fill out the registration request form, and go to the first class meeting to obtain an instructor signature. SALC cannot register you before you have obtained instructor signatures.

How do I contact SALC?

The phone number for the SALC Office is 503-725-4739. We are located on the fourth floor of the Urban Center building (URBN) in room 470H at the Institute on Aging. The Urban Center building is at 506 SW Mill Street, just above the PSU Bookstore on the PSU Urban Plaza, where the streetcar makes a stop.

Where do I find out about textbooks and readings?

Textbooks and readings are listed in the class syllabus, which is typically distributed by instructors during the first meeting. Textbooks and reading materials can be purchased at the PSU Bookstore (503-226-

2631). You are not required to buy textbooks, but most auditors find that learning is greatly enhanced by doing the readings.

Why is SALC not open more hours?

The SALC is a self-supported program funded by donations. We receive no support from PSU (apart from the office space), so unfortunately, we cannot afford full-time staff. Please check our homepage or phone message for opening hours. Thank you for your understanding and patience!

How is the SALC funded?

The SALC is supported through contributions from program auditors and friends of the program. There is no direct funding from the State or the University to run the SALC. We are entirely dependent on donations.

How do I make a contribution to the SALC?

The SALC will gladly accept your contribution checks. Please ask for a contribution envelope, and make your checks payable to PSU Foundation-SALC Fund. Please also consider leaving a lasting legacy by remembering SALC in your estate plans.

Can I take online classes?

We discourage auditors from taking online classes (marked with a computer symbol in the schedule of classes). Online classes essentially consist of readings and tests/papers, and therefore defeat the purpose of auditing. If you are thinking of signing up for an online class, please contact SALC for advice and approval. Please also note that online classes carry a fee of up to \$60 per credit hour.

My instructor uses Blackboard to distribute materials. How do I sign up?

If your instructor uses Blackboard to distribute slides, readings, etc, you will be automatically able to access the program once your registration has been processed. This may take 3-5 days from the date you submitted your registration request to SALC.

Do I qualify for lockers, library access, and computer accounts?

Besides taking classes, SALC auditors may use the PSU library, access general computer labs (Neuberger Hall/Miller Library), and receive discounts to PSU athletic games. Auditors are restricted from using interlibrary loan. Auditors are also restricted from using departmental computer labs or any lab that requires keycard access.

What are PSU's Inclement Weather Policies?

In the event of severe winter weather, PSU classes may start late, end early, or PSU may be closed for the entire day. Please check the PSU website and/or local TV and radio programs for information.

What is RAPSU?

RAPSU (Retired Associates of PSU) is a membership association in conjunction with the SALC, since one of the missions of the SALC is to sponsor organizations for elders. RAPSU is open to people who are 50 years or older. It offers interesting and enriching programs and lectures twice a month. Meetings are on the first and second Thursday of each month, from September to June. Check the RAPSU website (<http://sites.google.com/site/rapsuatpsu/>) for specific meeting information. Meeting/ presentation times are from 1:00 to 2:00 p.m., with a social time starting at 12:30 where coffee and refreshments are served. RAPSU invites you to attend some meetings before deciding to become a member. Detailed information can be found on their web site.