

August 14, 2009

Dear Program 60 Student:

We are writing to inform you of the procedures that The University of Toledo will be using to administer Program 60. The following policies, procedures and fees will be in place beginning this fall semester, 2009. The University of Toledo is governed by the Ohio Revised Code in administering this program. You may view the Ohio Revised Code on line at <http://codes.ohio.gov/orc/3345.27>.

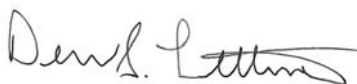
You will be permitted to take classes on an audit basis only. Auditing means to register and attend a class, however you do not earn college credit toward a degree. Financial aid cannot be used for audit courses. Beginning fall semester 2009, you will be responsible for the following fees: general fee (\$46.30 per credit hour), library fee (\$3 per credit hour), facilities fee (\$5.20 per credit hour), technology fees, parking fees (\$25 if you need parking), special service fee (\$6.50) and student legal fees (\$10 - you may waive this fee). Depending on the type of courses in which you enroll, the following other fees may be assessed: distance learning fees (\$25 per course), lab fees, Wall Street Journal/College of Business fees (\$19 flat fee), etc. It is estimated that you will pay approximately \$200 in fees for a three-semester hour course.

We have also placed restrictions on some types of courses you may enroll in under this program. You may not be permitted to enroll in independent study, studio art courses, private music lessons or other similar courses in which a new course or section of a course must be added. As in the past you may only enroll in courses on a space available basis AND with the permission of the instructor. You must also satisfy any prerequisites associated with a course.

You will be required to attend the first class meeting of the semester in order to obtain the instructor's signature on a course request form. The instructor's signature gives consent for you to enroll in the course on a non-credit basis only. After obtaining the instructor's signature for each class you wish to enroll in, you must deliver the course request form to Dr. Cynthia Spitler in Rocket Hall room 1400 to be registered for the course(s) (see attached procedure). At that time you will receive a handout on how to calculate and pay your fees. Fee bills will not be mailed. Review the Program 60 Procedures on the web at www.utoledo.edu/utlc/gateway/program_60.html for further details on the registration and payment.

Please contact me or Dr. Cynthia Spitler at 419.530.1250 if you have any questions about Program 60.

Sincerely,



Dennis S. Lettman, Ed.D.
Dean, University College Degree Programs
The University of Toledo Learning Collaborative