



Program 60 Student Procedures

1. Please contact Dr. Cynthia Spitler at 419.530.1250 to determine eligibility for Program 60. **If you are eligible for Program 60, you must enroll in the program with Dr. Spitler.** Merely attaining the age of 60 does not constitute enrollment in Program 60.
2. If you have attended The University of Toledo in the past, Dr. Spitler will assist you with the readmission process. If you have NEVER attended The University of Toledo, you will be required to complete a special, non-degree Admission application in the Office of Undergraduate Admission (located in Rocket Hall 1300, phone – 419. 530.5757).
3. You may take a course(s) on an audit basis only. This means an official letter grade for the course(s) will not appear on your Academic Transcript. You may register for courses on a space available basis AND with the permission of the instructor. You must obtain permission from the instructor on the first or second day of the class. The instructor must sign a Course Request and Seminar Form (found online at www.utoledo.edu/offices/registrar/main_campus/forms.html or in Rocket Hall 1400).
4. You are required to have a UTAD login account to conduct official business at The University of Toledo. If you do not already have a UTAD login account, go to <http://myut.utoledo.edu>. Below the boxes labeled “username” and “password,” click on “Login help” to set up your account. You will need your Rocket Number in order to set up your account. If you do not know your Rocket Number, please call 419.530.1250 and it will be provided to you.
5. In order to look at course offerings and/or course descriptions, login to the MyUT Portal at <http://myut.utoledo.edu>. Under My Toolkit, within the “My Registration Steps” section, click on “Look Up Classes.” After you select a course(s) you would like to take, complete the Course Request and Seminar Request Form (found at www.utoledo.edu/offices/registrar/main_campus/forms.html and/or in Rocket Hall 1400). Include the course number and title of the course(s) you wish to take. Take the course request form to the first or second day of class. The instructor must authorize you to take the class by signing the course request form. Also, indicate at the top of your form **whether or not you want a parking sticker (charged to you at a reduced rate of \$25) and the Student Legal Fee** (a \$10 charge to you). You are responsible for delivering this form with your instructor-approved course request(s) to Dr. Spitler. Drop the form off in Rocket Hall 1400 or fax it to Dr. Spitler at 419.530.1265.

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6. Dr. Spitler will register you for your course(s) in the Registrar's Office. You are responsible for checking your Fall 2009 *Student Detail Schedule* or *Week at a Glance Schedule* (found under My Toolkit within the "My Registration Steps" section) after August 24 to see if you were enrolled in your course(s).
7. When you submit your course request form to Dr. Spitler in Rocket Hall 1400, you will receive a handout on how to view and pay your fee bill. **You are responsible for paying General Fees (\$46.30 per semester hour you are enrolled in); Facility Fees (\$5.20 per semester hour you are enrolled in); Library Information Resource Fees (\$3 per semester hour you are enrolled in); College technology fees (varies by College); lab/course fees (varies by course); Distance Learning Fee (\$25 per course); the Special Service fee (\$6.50 flat fee per semester); parking and legal fees (if requested), and New Student Identification Card fees (\$20 if you are new to The University of Toledo).**
8. If you are enrolled in six (6) or more semester hours, you will be assessed Health Insurance charge. If you have existing coverage, you must waive the Health Insurance charge (under My Toolkit within the "My Registration Steps" section).
9. The last day to add and drop classes for Fall 2009 is Tuesday, September 8, 2009.