



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Dr. James C. Williamson

President

July 28, 2017

TO: Senior Student Development Administrators
Senior Continuing Education Administrators
Chief Academic Officers
Business Officers and Chief Financial Officers

FROM: Dr. Lisa Chapman, Senior Vice President – Programs and Student Services / Chief Academic Officer
Elizabeth Grovenstein, Vice President and Chief Financial Officer

RE: Senior Citizen Audit – Interim Implementation Procedures

The purpose of this memo is to provide interim procedures for the implementation of the ‘Senior Citizen Audit’ authorized in [S.L. 2017–57](#).

SENIOR CITIZENS MAY AUDIT COURSES AT UNC AND COMMUNITY COLLEGES

SECTION 10.12.(a) Chapter 115B of the General Statutes is amended by adding a new section to read:

"§ 115B-2.2. Senior citizens may audit classes.

Any person who is at least 65 years old may audit courses offered at the constituent institutions of The University of North Carolina and the community colleges as defined in G.S. 115D-2(2) without payment of any required registration fee or tuition for the audit provided the audit is approved in accordance with policies adopted by the Board of Governors and the State Board of Community Colleges for their respective institutions, and there is no cost to the State. A person shall be allowed to audit a class under this section only on a space available basis. Persons auditing classes under this section shall not be counted in the computation of enrollment for funding purposes. This section does not apply to audits of courses provided on a self-supporting basis by community colleges.

As referenced in the above language and in **1D SBCCC 1000.2**, senior citizens, age 65 years old or older, may audit courses with the following considerations:

1. No charge for tuition or registration fees
 - a. Senior Citizens may be charged local fees associated with course sections
2. Enrollment into a course is dependent on space availability
3. Self-support courses are not eligible
4. Colleges may not report for state funding membership hours for senior citizens auditing under this provision
5. Reports of utilization of the Senior Citizen Audit option are required

The System Office is developing workflows within the Colleague system to support colleges in addressing the Senior Citizen Audit for registration, billing, tracking and compliance. These workflows are anticipated to be available for distribution in the Fall 2017 academic term.

In the interim, it will be necessary for colleges to adopt a manual process to achieve these goals. The System Office suggests the following manual workflow for processing the Senior Citizen Audit:

Registration

1. Confirm and document age requirements for individual requesting a Senior Citizen Audit (**Reference: CC17-029; 1E SBCCC 1000.2(a)**)
2. Inform student of any local fees they may be responsible for as appropriate to the course section and local college policy (**Reference: CC17-029; 1E SBCCC 1000.2(d)**)
3. Register individual through the existing processes
 - a. Tuition and Registration fees will be written to student's account
4. Manually document student and course section information
 - a. CE or CU Registrar, as appropriate, should maintain this documentation
5. Inform business office of student and course section information to request account adjustment

Business Office

1. Document request for manual adjustment for Senior Citizen Audit associated with student and course section
2. Utilize **MCRG** to manually adjust student account for Tuition or Registration Fees as appropriate
 - a. Curriculum AR Code – INTUI
 - b. Continuing Education AR Code - CEDOE
 - c. **Required** AR Adjustment description – “2017 Senior Citizen Audit”
 - d. **Required** AR Adjustment comment – “Per S.L. 2017-57 Section 10.12”

Grading and Reporting

1. Leave the 'grade' field on **FGRN** blank
2. Maintain documentation of all student and course section information where the Senior Citizen Audit was utilized
3. System Office will provide process for reporting prior to the Fall 2017 ICR deadlines.

Program Considerations

1. Colleges should implement procedures to account for individuals accessing this audit option for their course section 'make/break' calculations.
2. Colleges should implement transparent communication methods to individuals accessing this audit option for any credentialing agency requirements dependent on grades that indicate 'successful completion' or 'passing' a training program or course. An 'audit' indicates attendance only and is not an indication of 'successful completion' or 'passing' a course section. (**Reference: CC17-029; 1D SBCCC 700.1(a)**)

If you have questions regarding the application of this document, please contact the following as appropriate:

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