

TEMPLE UNIVERSITY

SENIOR SCHOLARS

PARTICIPANT

HANDBOOK

2020



ABOUT THE SENIOR SCHOLARS PROGRAM

The Senior Scholars program is sponsored by University College, a part of Temple University that provides non-credit education to lifelong learners. Senior Scholars is a program through which Temple alumni and their spouses, partners, and friends, who are age 50 or older, can come back to campus to audit select undergraduate courses for a nominal fee.

Several hundred alumni and friends of Temple have taken this opportunity to expand their knowledge and exercise their brains over the last two decades. One Senior Scholar described the experience as “a gymnasium for the mind.”

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SELECTING A COURSE

COURSE AVAILABILITY

Course availability varies by semester, and is dependent on both school/college (e.g. the College of Liberal Arts) and professor permission. Courses will be posted online at <https://noncredit.temple.edu/seniorscholars> several weeks prior to the start of each semester.

Course availability also depends on undergraduate enrollment. Courses initially made available to Senior Scholars may be canceled if they fill with undergraduates, or have low undergraduate enrollment. In the event that you register for a course that is canceled, you will be given the choice to transfer to another course or receive a full refund.

If you would like to request that a course be included in the program, please fill out the form on our website or contact seniorscholars@temple.edu with all information about the course. Please **do not** contact the school/college or faculty member directly. All course approvals must be initiated by the Senior Scholars program.

REGISTRATION

Exact dates for each registration period will be posted online and emailed to subscribers of our mailing list well in advance.

Typical Registration Schedules			
	Registration Opens	Registration Closes	Courses Begin
Fall	July	Mid-August	End of August
Spring	November	Early January	Mid-January
Summer	April	Early May	Mid-May or end of June, depending on the course

All course registration takes place **online** at the website listed above. You can add courses to your online shopping cart and pay for them online with a credit card. We accept Visa, MasterCard, Discover, and American Express. We do not accept cash. If you need to pay by check, please contact our office for further guidance.

PREPARING FOR THE START OF THE SEMESTER

COURSE TIMES AND LOCATIONS

After the registration period closes, but prior to the start of your course, you will be emailed a course confirmation that includes the schedule and room location for your course. Please take the time to familiarize yourself with the campus map ahead of time so you have no trouble finding your classroom on the first day. You should check the academic calendar each semester to note any days when class does not meet. These dates will be posted on the Senior Scholars website.

TEMPLE ACCOUNTS: DESTINYONE, TUID, ACCESSNET

To participate in the Senior Scholars program, you will need to have regular access to a computer and will need to use several accounts at different times for different reasons. We understand that remembering multiple log-in credentials and their uses can be difficult. Please use this table to help differentiate what each account is for and when to use it.

	DestinyOne	TUID	AccessNet
When do I use this?	Use to enroll in Senior Scholars courses.	A 9-digit identification number that helps protect your personal information and your identity, and helps activate your AccessNet account. Your TUID is like a Temple-specific social security number.	AccessNet provides access to Temple University computers, Wi-Fi, email, Canvas, TUportal, and many other Temple University sites.
Where do I use this?	Used only at https://noncredit.temple.edu .	Not entered online anywhere except when you are activating your AccessNet.	Used at: https://canvas.temple.edu https://tumail.temple.edu And more!
How do I know what my account is?	You created this account when you signed up for Senior Scholars. Most people's accounts are formatted as TU_XXXXXX.	Your TUID is emailed to the email address you set in your DestinyOne account 30 days prior to the start of your program. If you already have an OwlCard, it's also printed on your OwlCard.	Your AccessNet is set when you activate it at https://accounts.temple.edu (see directions below). Most people's AccessNets are formatted as three letters that start with "tu" and five numbers, e.g. tux12345.

ACTIVATING YOUR ACCESSNET ACCOUNT

You must activate your AccessNet account prior to the start of your class so that you can be added to the class website. If you have already done this, you do not need to do it again. To activate your AccessNet account, follow these steps:

1. Go to <https://accounts.temple.edu>.
2. On that page, click “Activate AccessNet account.”
3. On the next page, enter your last name, date of birth, and 9-digit TUID number.
4. Follow the prompts on the next screens to activate your account and set your password and the security questions you’ll answer in case you forget your password later. You cannot change your AccessNet so write it down and keep it in a safe place.

If you know your AccessNet, but do not remember your password, follow these steps:

1. Go to <https://accounts.temple.edu>.
2. On that page, next to the blank box that says “password,” click “forgot.”
3. Enter your AccessNet on the next page.
4. On the next page, enter your 9-digit TUID number and your date of birth.
5. Follow the prompts to set a new password.

If you do not remember your AccessNet or your password, follow these steps:

1. Go to <https://accounts.temple.edu>.
2. On that page, click “I cannot log in.”
3. Follow the prompts to recover your account and set a new password.

OBTAINING YOUR OWLCARD

Your OwlCard is a Temple-specific photo ID that will give you access to the library, the TECH Center, and your classroom building. You must show your OwlCard when you enter any campus building.

If you already have an OwlCard, you do not need a new one. If you do not have an OwlCard, you must obtain one prior to the start of your class. You may obtain an OwlCard in one of two ways:

1. Send a photo to be uploaded on your card to IDphoto@temple.edu. In the email, include that you are a Senior Scholar and your 9-digit TUID number. After your photo has been reviewed, you will receive a reply instructing you whether it was acceptable or not. If it is acceptable, you will also receive instructions on how to pick up your card.
2. Visit the OwlCard office located in the Howard Gittis Student Center, Suite 101 (corner of 13th St. and Montgomery Ave.), M-F from 8:30-5:00. You will need your 9-digit number TUID number, and a government issued photo ID (driver's license, passport, military ID, etc.). Let the office know that you are a Senior Scholar. You may also visit the OwlCard office at TUCC in suite 215, or on the Ambler Campus in West Hall, room 102.

BUYING YOUR BOOKS

Some courses have required books, while others do not. If you wish to purchase books before the term begins, you can look up your course(s)' book list online. Follow these instructions to find your books:

1. Visit www.temple.bncollege.com.
2. Click "Textbooks" in the upper right corner, then click "Find Textbooks."
3. Select your campus from the drop-down menu.
4. Select the current term from the drop-down menu.
5. Select your department, e.g. ENG, ARTH, POLS, PHIL, etc.
6. Select your course number.
7. Many courses will have only one section. If you are not sure what section your course is, please contact our office at seniorscholars@temple.edu.
8. Click "Find Materials" at the bottom of the page.
9. On the next page, you'll either find a book list or a notice that course materials selection is pending. This may mean that a book list will be posted later, or it may mean that the professor has not selected any books. If this is the case, it likely means that most of your readings will be PDF files posted on Canvas.
10. You can order your books directly from this site, visit the Temple bookstore, or order books from other sites like Amazon, Textbooks.com, etc.

TECHNICAL SUPPORT

If you need technical support throughout the semester, you can file a support ticket or chat with a representative at <https://tuhelp.temple.edu>. You do not need to be able to login to your AccessNet account to chat on this website. You can also call for help at 215-204-8000.

CAMPUS UPDATES & EMERGENCIES

Classes may also be canceled at any time due to inclement weather or campus emergency, and that information will be communicated via email. Critical campus updates will also be posted on the Temple website, and on our Twitter account @templeuniv. Please bookmark these sites so you have them ready when your class starts.

TRANSPORTATION AND PARKING

Maps for all campuses are available at www.temple.edu/maps-and-directions. Updated parking information can be found at www.temple.edu/parking.

▪ **Main Campus**

The exact address of campus is 1801 N. Broad St., Philadelphia, PA 19122.

Access via SEPTA on the subway via the Broad Street Line (Cecil B. Moore stop). Via bus, take the 4 or 16 buses, which make various stops along Broad Street, or the 23 bus, which makes various stops on 12th St. (southbound) and 11th St. (northbound). Via train, all lines stop at Temple University Station at 10th and Berks Sts.

Parking on campus is available but can be costly. There are two public parking garages on the Main Campus. Liacouras Garage is located on 15th Street, between Montgomery and Cecil B. Moore avenues. Parking is \$20/entry. Montgomery Avenue Garage is located on 11th Street, between Montgomery Avenue and Berks Street. Parking is \$4 per hour. Credit cards and cash are accepted at these locations. Other parking locations can be found at the parking website above.

▪ **Center City (TUCC)**

The exact address of campus is 1515 Market Street, Philadelphia, PA 19102.

Access via SEPTA on the subway via the Broad Street Line (City Hall stop) or Market-Frankford Line (15th Street stop). Via bus, take the 4, 16, 17, 33, 38, or 48 buses, which all stop within one block of TUCC. Via train, all lines stop at Suburban Station. Exit to 16th Street, walk south to Market Street and east to 15th Street. Via PATCO, ride to 15th/16th and Locust. Exit above ground and walk four blocks to Market Street.

Parking is available but can be costly. TUCC has negotiated discounted rates with various lots, including Parkway Parking at 1500 Market Street, Parkway Parking at 1700 Market Street, and LAZ Parking at 1501 JFK Blvd. In order to receive the discounted rate, you must show your OwlCard and have your parking ticket validated at the security desk on the ground floor of TUCC.

▪ **Ambler**

The exact address of campus is 580 Meetinghouse Road, Ambler, PA 19002.

While there is a SEPTA station in Ambler, it is approximately 2 miles away from the Ambler Campus. Parking is available along the Meetinghouse Road entrance to campus. The cost to park for Senior Scholars is \$25 per semester. After the first day of class, you must display a parking permit, which you can obtain from Parking Services in West Hall, room 102. Please visit to fill out a form with your license plate number and car model, and to pay the fee. If you need handicapped parking, please bring your placard or your handicapped license plate number to Parking Services.

DURING CLASS

EXPECTED CLASSROOM CONDUCT AS AN AUDITOR

Participating in the Senior Scholars program gives you the luxury of studying a subject for the pure pleasure of learning. You will get to participate in classroom discussion and, in doing so, be part of a mutually beneficial dialogue in which you benefit from the professor's expertise and the undergraduates' perspective, and in which they benefit from your life experiences and perspective.

The first few days of the semester can be chaotic for regular students, faculty and staff, as well as for Senior Scholars. Please try to be flexible and patient. On the first day of class, please introduce yourself to your professor and ask if there are any rules you should follow.

Below are some guidelines to help you understand what is appropriate conduct as a Senior Scholar. Please keep in mind that you are a role model for the younger students in the course.

- **Consistent attendance**

As a Senior Scholar, you are expected to attend classes regularly and stay for the duration of the class. Many courses today rely on both lecture and discussion, and both are an important part of learning and sharing perspectives. It is not appropriate to stop attending class without notifying the Senior Scholars program, or to leave class before its conclusion.

- **Respectful classroom participation**

Undergraduate students enrolled in your courses are paying substantial fees to work towards their degrees. When in doubt, defer to them when it comes to classroom participation and answering questions. No person or group should dominate a discussion, speak over others, or act in any way that will discourage current students from participating. If you are concerned about whether your role in class discussion is appropriate, check with the professor.

- **Outside of class engagement**

You are expected to complete reading assignments so that you can understand what is being discussed in class. However, you are not expected to turn in written assignments or take exams. You will not receive a grade or credit for the course. Professors will often communicate with the entire class either through Canvas or via TUMail (see below for more information). It is your responsibility to regularly check Canvas and your TUMail account for updates pertaining to your course.

ONLINE RESOURCES: CANVAS AND TUMAIL

Temple University has one of the most technologically connected campuses in the nation and most professors do use Canvas, a secure website, to post course material. Prior to the start of your class, you must activate your AccessNet account so that you can be added to your class's Canvas site. Until your account is activated, you will not be able to use Canvas and may miss out on important readings and announcements. You can access Canvas at

<https://canvas.temple.edu>.

Most professors also communicate regularly with their students outside of class via email. Any email from your professor will be sent to your TUmial account, NOT your personal email account. You must activate your AccessNet account so that you can access your TUmial account. Until your account is activated, you will not be able to use TUmial and may miss out on important announcements. You can access TUmial at <https://tumail.temple.edu>.

Please note that it is not appropriate to ask the faculty member or the departmental office to print out materials for you that may be posted on Canvas or sent via email.

LIBRARY

Your OwlCard gives you library privileges on the Main Campus and the Ambler Campus. You can also use your AccessNet account to access the computer terminals located both in the libraries and in the TECH Centers on the Main, TUCC, and Ambler campuses. During times of particularly heavy use, matriculated students will get preference at the terminals. During your semester as a Senior Scholar, you will also have remote online access for non-commercial academic use to the subscription databases, electronic journals and e-books licensed by the libraries for current Temple students and faculty.

INTERNET/WIFI

You may set up wireless internet access on your laptop, cell phone, or tablet by using your AccessNet user name and password to login to the wifi network “tusecurewireless.”

CANCELATION, COURSE CHANGE, AND REFUND POLICIES

A fee of \$250 per course is due at the time of registration. You may cancel your registration and receive a full refund until the deadline date for registration. Before that date you may also request a course change. After that time, no course change or refund will be made unless the course you have chosen is filled by current students or is cancelled by the University. Refunds will not be given for any other reason.

Senior Scholars are expected to conduct themselves professionally and abide by the rules of the classroom. Time allotted for class participation and professor’s time should be respected. In the event that a Senior Scholar’s behavior and experience infringes on the matriculated student’s experience or is otherwise disruptive, the Senior Scholars program reserves the right to remove a Senior Scholar from a class with no notice and no course change. Refunds in this circumstance will be at the sole discretion of the Senior Scholars program.

WITHDRAWING FROM A COURSE

When you sign up for a Senior Scholars course, the expectation is that you will attend consistently for the entire semester. If you will miss class due here and there due to illness,

vacation, family emergency, etc., you should email the professor in advance to let them know.

Unfortunately, sometimes circumstances arise that may make it impossible for you to continue in a course for the remainder of a semester. If this happens, our policy is that you must contact the Senior Scholars program to let the program know that you will no longer be attending class. You must also let the professor know. It is not appropriate to stop coming to class without notice. Those who do not follow this policy may be prohibited from registering for future courses.

PROGRAM EVALUATION

We invite your constructive comments and suggestions on the specific course you are taking, the faculty member who is teaching it, and on the program in general in order to make wise choices for the future. Towards the end of the semester, we will share with you a survey about your course that you can complete online.

QUESTIONS AND CONTACTS

- **USEFUL PHONE NUMBERS**

Campus Emergency	215-204-1234
TECH Center Help Desk	215-204-8000

- **QUESTIONS?**

We hope these notes will provide the information you need to begin your new semester as a Temple Senior Scholar. If you have further questions or concerns, please contact:

Senior Scholars Office
Carnell Hall, Suite 801
1803 N. Broad Street
Philadelphia, PA 19122

Ph: 215-204-2712

Email: seniorscholars@temple.edu