

University Class Visit Procedures and Policy

Visiting university classes provides an opportunity for CESL students to experience what a matriculated UA student sees on a regular basis (typically a lecture). Students who choose this option should have this information and the form on the next page to obtain permission from the instructor to visit the class* .

To take advantage of this opportunity, students must be enrolled in CESL classes. The goals of the class visit option include:

- Observe university classroom behavior
- Observe interaction between instructor and students
- Improve English listening comprehension
- Improve vocabulary recognition in a particular field of study
- Practice taking notes in a real classroom situation
- Observe the challenges presented in credit-bearing classes

Remember that the instructor/professor is allowing the class visit as a courtesy to CESL. Please do not abuse this courtesy.

Procedure for the CESL student

- Go to <http://schedule.arizona.edu> to search for classes and choose UA Main Campus
- Be sure to select the correct semester or session
- (recommended) Search for classes under “course attribute” in the middle of the page that are general education courses. For “course attribute value,” the best options are “tier 1” courses.
- Look for classes that meet when you do not have regularly scheduled CESL classes**
- (recommended) Choose only classes that have open seats. You see this by clicking on the class number and looking at “available seats.”
- Note the course information (3-4 letter code + course number + instructor name + meeting room and time)
- Take this information to Steven Randall in who will review the form (on the next page), sign it, and give it back to you to take to the instructor.
- Take the permission form to the instructor and introduce yourself as a CESL student who would like to observe class.
- If the instructor agrees, ask him or her to sign the permission form and bring it back to Steven Randall in CESL 208.*

* Unless permission for occasional visits has been obtained in advance. In this case, no form may be needed.

** Unless prearranged by teacher to replace a CESL class session



Center for English as a Second Language

Date: _____

To: The instructor of (course title) _____

Meeting time and place: _____

Re: Permission to observe class for (student's name) _____

Student's CESL ID# _____

Dr. Steven Randall, Associate Director of Academic Programs at CESL, or another authorized CESL administrator has reviewed this form prior to the student seeking your permission to visit this class.

Steven Randall, Ph.D. (or other authorized CESL administrator – print name to right of signature)
randall@email.arizona.edu – (520) 621-6211

The above student is enrolled in the Center for English as a Second Language. Would you please allow this student to attend your class so that s/he can experience a regular UA class? UA admissions has authorized CESL students, who are not yet matriculated into credit-bearing courses, to visit university classes with instructor permission.

Permission to visit (check which applies):

_____ all class sessions

_____ occasional class sessions (please specify restrictions with the student)

_____ permission denied (if possible, please provide a reason on this form or in an email to Dr. Randall)

This student has the level of permission indicated above to observe this course.

Signature: _____

Printed Name: _____ Date: _____

Should you have any other questions about this procedure, please contact me at the email address shown above (or Amber Tetreau-Segura in CESL Admissions – amts@email.arizona.edu)