

University Class Visit Procedures and Policy

The university class visit option is **an opportunity** for CESL students to visit a university class seriously. It is not as the name might imply a casual one-time visit. Students who choose this option should plan to attend EVERY class faithfully. They may or may not do the assignments or take the tests depending on their desire and the permission of the instructor. To take best advantage of this opportunity, CESL students should be in at least level 60.

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

The instructor/professor is allowing the class visit as a courtesy to CESL. Please do not abuse this courtesy. Attend regularly and be prompt.

Procedure for the CESL student

- Go to the internet.
- Click on the University of Arizona at the top of the CESL main page.
- Click on Schedule of Classes
- Be sure to select the correct semester or session: summer session 2
- Choose your field.
- Look for classes that meet when you do not have regularly scheduled CESL classes
- Do not choose: labs, studios, TBA, clinics, IND, music, or language classes
- Note the department (3-4 letter code + course number + instructor name + meeting room and time)
- Take this information to Megan Goold, who will fill out the permission form.
- 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 Megan Goold.



Center for English as a Second Language
PO Box 210024
<http://www.cesl.arizona.edu>
621-6211



Date _____

To: The Instructor of (Course Title) _____

Meeting Time & Place _____

From: Megan Goold 621-2698
Student Services and Immigration Advisor

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

CESL id# _____

The above student is enrolled in the Center for English as a Second Language; he/she hopes to begin studies at the University next semester. Would you please allow this student to attend your class in order to listen to some "professional English"? We would sincerely appreciate any courtesy you can show him/her.

NOTE: The President of the University has agreed that, with your permission, full-time CESL students may attend class without registration.

The above CESL student has my permission to observe the course indicated above.

(Instructor's Signature)

Thank you! If you have any questions, please feel free to call me at CESL 621-2698. Megan Goold

