VISIT ENROLLMENT OPTION INFORMATION

Students cannot elect a “visit (VI)” option for a course through Wolverine Access. “Visit” is also sometimes referred to as “audit.” The student must discuss the “VI” option with the instructor before the class begins. The student must obtain approval (signatures on the Add/Drop election worksheet) from the instructor for the class as well as their advisor or chair.

There are a couple of reasons for this:

1. It became an occurrence that students would elect a visit without notifying the instructor. As the “visit” vs. “graded” designation is not noted on the instructor’s class roster, this was problematic if the class was full and there were students needing that class/seat to fulfill degree requirements.
2. Students frequently registered for a class as a “visit” but were unaware that there is no tuition differential between registering for a “graded” course vs. the “visit” option.

The amount and quality of work done for a “VI” can vary from instructor to instructor and class to class. If the student does not do the work agreed upon with the instructor or the work completed is not satisfactory, the instructor has the option to give the student a “U” (Unsatisfactory). For this option, a petition, drop/add form (with “grading basis” in the modify section) and Supplemental Grade Report must be submitted to Rackham. This petition does NOT need the student’s signature.

NOTE: The tuition rate is the same as if they register to take the course for a grade. The University of Michigan does not offer a reduced tuition rate for visits.

Should a student wish to enroll in a course as visit, the instructions from the Registrar’s Office are as follows:

1) The student registers as they normally would via Wolverine Access.

2) Ideally, before the end of the Add/Drop period, students should obtain an Add/Drop election worksheet from their department and complete the top portion (Name, ID, Term, School (RACKHAM), Field of Study (PLAN), Undergraduate, Graduate/Professional) and the bottom left portion of the form (the modify section). Complete class number (if known), Subject, Catalog, put a line through the “new hours,” and write “VI” in the modifier box.

3) The student then obtains the approval of the course instructor (please sign and date in the bottom right of the form in the Approved By/Date box).

4) The student then obtains the approval of their advisor or dept chair who should sign and date in the bottom right of the form in the Approved By/Date box if agreeing that this change is acceptable.

5) The student brings the approved form, with photo identification, to a Registrar’s Office Student Services Site for processing. The Registrar’s Office converts the grading basis to visit. This must be done before the last day of classes in the term. The Registrar’s Office will remind the student at that time that there is no tuition differential between graded or visit.