

ST. JOHN VIANNY

THEOLOGICAL SEMINARY

LAY DIVISION

AUDITOR POLICIES & PROCEDURES FOR BIBLICAL/CATECHETICAL SCHOOL CLASSES

† AUDITING:

- Auditing is available for Biblical and Catechetical School classes only. Auditing is not available for any other programs of study.
- Auditors must be Biblical or Catechetical School graduates. Biblical School graduates may audit Biblical School; Catechetical School graduates may audit Catechetical School.
- Auditors cannot be current students who wish to “re-take” a year.

† AUDITOR REGISTRATION:

- A \$50 non-refundable registration fee is due at the time of registration. Auditors are not officially registered until this payment has been made. No Tuition Assistance is available for this registration fee. This registration fee includes a new Student Workbook.
- Auditors may register for one year of study within the program graduated from. If an Auditor is a graduate of both programs, then registration can be made for one year of study within each program.
- Registration is limited to 50 Auditors within each year of study on a first-come, first-served basis. There is no wait-list for auditing.
- Auditors do not have to register for a specific location/online time, but are welcome to attend any of the in person (space provided) or online sessions within the year registered for.

† AUDITOR PARTICIPATION:

- Auditors do not participate in small group discussions with students, although they may coordinate with other auditors to form their own small groups for discussion.
- Auditors do not turn in homework/exam materials.
- With limited time and resources, we ask Auditors to be mindful that the priority for Administration and Faculty is the current students.

† STUDENT WORKBOOKS:

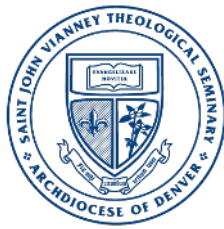
- The \$50 registration fee includes a new Student Workbook.
- Auditor workbooks will be mailed in the weeks before class starts via USPS at Media Rate (5-10 day delivery) to the address on the registration account.
- Student Workbook materials are proprietary information. No copyrighted materials are distributed in electronic format. Student Workbook materials may not be reproduced, altered, or sold in any manner. Only employees of the SJV Lay Division, or those contracted to do so, may teach or use the material therein for instructional or other purposes.

† RECORDINGS:

- Classes are presented live. No audio/video recordings are made available by the instructor/office.
- Audio recordings of class lectures are permitted to be made by Auditors, but these can only be shared with registered members of the class and are not to be distributed otherwise.

† OFFICE COMMUNICATIONS:

- All Auditors will be automatically included in our Mailchimp communications. Auditors can unsubscribe at any time if they no longer wish to receive these communications.



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† ONLINE CLASSES:

- Auditors will receive an email with instructions and Zoom link to connect to class a few days before the start of class. All Auditors, whether intending to attend in person or online classes, will receive the link to connect for online sessions. The same link will be used to connect every week.
- This link may not be shared with others, so as to justly observe the tuition that students are paying, as well as preserve the integrity of the curriculum.
- For security reasons, Auditors must connect to the online classes with their full name. Pseudonyms will not be admitted to the class.
- Auditors must also identify themselves as an Auditor in their Zoom identity.
- Auditors are welcome to join at the start of online classes for opening prayer, but must disconnect for the student small group time. Instructors will let Auditors know what time to connect for the lecture portion of the class.
- Auditors gathered together may watch/listen from the same device, but everybody watching/listening must be a registered Auditor.

† WEATHER:

- In the event of inclement weather, in person classes will be transitioned to the online format. It is suggested that Auditors check email before going to in person classes for any last-minute information.

† CLASSROOM/SCHOOL EVENT DECORUM:

- As stated in the Archdiocese of Denver Code of Conduct, “Our behavior toward one another is at the essence of discipleship...The intent is to reinforce our Lord’s commandment to love one another through certain practical principles and guidelines. As members of the Church founded by Christ, those who minister must always seek to uphold Christian values and conduct. As good citizens and responsible members of society, we must endeavor to act properly at all times, obey all laws which seek the common good and employ morally licit means to attain the common good. As followers of Jesus, we are all called to live the Gospel and its mandates.”
- We believe this to be true for the behavior of our Auditors, as well. As such, we ask that Auditors:
 - Exercise just treatment of others;
 - Seek to relate to all people with respect and reverence;
 - Seek to support others, encouraging each person in living the life to which God calls him/her;
 - Support the classroom atmosphere with behavior that is conducive to the learning process, including minimizing classroom disruptions.