



## FULL TIME EMPLOYEE ENROLLMENT REQUEST FORM

The University places no limitations on the number of hours of coursework in which an employee may enroll. However, enrollment in all classes must be approved by the employee's supervisor and account sponsor prior to enrollment.

Employees may enroll in six (6) credit hours per semester in the fall and spring semesters and three (3) credit hours in the summer term *during their regularly scheduled work hours* with appropriate approval. Vacation or Compensatory Time may be taken to replace work time missed.

The University will waive one-half of graduate or undergraduate tuition (excluding student fees) on a maximum of six (6) credit hours per term.

**The signatures of the Supervisor and Account Sponsor on the form below shall be considered as verification that appropriate arrangements have been made to make up any time missed.**

Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Undergraduate  Graduate

Fall (Year) \_\_\_\_\_ Spring (Year) \_\_\_\_\_ Summer (Year) \_\_\_\_\_

Course No.	Course Title	Class Schedule	
		Day	Time

**Approvals:**

Supervisor: \_\_\_\_\_ Date \_\_\_\_\_

Account Sponsor: \_\_\_\_\_ Date \_\_\_\_\_

***TO REQUEST HALF-FEES, SUBMIT SIGNED ORIGINAL TO BUSINESS AFFAIRS.***