

Employee Course Registration Form



Eligible employees will not be charged for tuition at Gustavus, but are subject to pay any and all special fees. You must be a full-time employee on the first day of classes to be eligible for tuition benefits. Benefits cease upon termination of status as an eligible employee.

Paid time will not be provided to attend class. Therefore, whenever possible, classes should be arranged so as not to interfere with normal work schedules. However, because part-time students register for courses on a space-available basis, you may, with departmental approval, manage your work hours to attend classes. Time away from work will either be made up, or charged to PTO or vacation. Break time may not be "saved" to make up time away from work.

Employees may register for up to 2 courses per semester. Employee registration will take place after student priority registration windows have closed. Fall registration will take place after incoming first year student registration, typically mid-June. Employee registrations adhere to the published student drop/add/withdraw deadlines. Employees may change status to degree seeking after successful completion of 10 credits.

Employee Information			
Name		Department	
Gustavus ID#		Supervisor	
Email Address		Employee Work Schedule - day/time	

Course Information					
Semester: (circle 1)	Fall	J-Term	Spring	Summer	Year:
	Course #1	(Circle 1)	audit	graded	Course #2
					(Circle 1) audit graded
Name of Course					
Time Course Meets					
Course (ex. BIO-100-001)					
Credits					

Employee Signature

I understand that I am responsible for special course fees and materials required for the course(s) I am registering for.

Employee Signature Date

Approvals

HR: I verify that this employee is a current, full-time benefit eligible employee.

HR Signature Date

Supervisor: I approve the employee's course registrations.

Supervisor Signature Date

When the above signatures have been obtained, please return this form to the Registrar's Office.

Registrar Date