

## **Registration Package: Graham School Courses Offered at No Tuition to University of Chicago Employees**

### *The Program*

Most of the Graham School courses offered to University employees at no tuition are part of a certificate program, which is a series of career-related courses or a short curriculum in a particular field. Each certificate program offers a relatively quick and affordable means to acquire knowledge, skills, and insights you can put to practical use in your work or profession.

You earn no credit toward a degree in these programs, but grades are given to stimulate and measure success. When you complete an entire program successfully, you are awarded a certificate from the University of Chicago. Though the certificate is not equivalent to a university degree, it provides evidence of your achievement in a high-quality, career-related continuing education program.

All registrants must meet course prerequisites to be eligible to register. All course participants, regardless of whether they are in a certificate program, will be evaluated by the instructors and will receive a final grade for each course. A failing grade in any course will prevent the awarding of a certificate. It will also prevent enrollment in additional courses in that certificate program. **University employees may not audit courses. Full participation (including attendance and assignment completion) is required.**

### *Instructions*

To register for a Graham School course offered at no tuition, follow the instructions below:

**SEND:**

- this completed Registration Package (in hard copy, one for each course),
- your current resume, and
- a separate Interdepartmental Order Form (Form 62) for each course registration.

**TO:**

- HR Talent and Leadership Development at 6054 S. Drexel Ave, 1<sup>st</sup> floor

**BY:**

- Registrations must be received by Talent and Leadership Development at least 30 days prior to the course start date.

### *Important Notes*

You may attend one class that is part of a certificate program without applying to the certificate program. When you register for a second class within a certificate program, you must complete the certificate program application form and send it along with your registration package.

University employees will be placed on a waitlist pending an assessment of public enrollment in each course. As space permits, University employees will be selected from the waitlist on a first-come, first-served basis no earlier than 14 days before the class start date. The Program Coordinator will contact you by phone to confirm your registration.

The University will pay full tuition for benefits-eligible University staff members working at least 35 hours per week to attend selected noncredit Graham School Courses pertaining to the employee's current job (up to two per quarter). One-half the cost of course tuition (for up to two courses per quarter) is covered through the Educational Assistance Plan (administered by the HR Benefits Office). The Graham School waives the remaining cost of tuition. The employee's department must pay an administrative fee for each course.

**Registration Package:**  
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*Graham School Course Registration Form for University Employees*

**Employee Information**

Name:
Home Address:
Home Phone:
Job Title:
Work Address:
Work Phone:
Preferred E-mail:

**Course Information**

Course Title	
Course Number:	Section Number:
Start Date:	Full Tuition:

**Administrative Fee:**

\_\_\_\_\_ \$100 for course with tuition up to \$949

\_\_\_\_\_ \$150 for course with tuition \$950 or more

Unit: \_\_\_\_\_

Account number to be charged: \_\_\_\_\_

Unit administrator: \_\_\_\_\_

Please enclose a signed Form 62 (Interdepartmental Transfer) with your registration form to cover the administrative fee.

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You can attend Graham School courses pertaining to your current job or future position in your current field. Please provide a brief (200-400 word) explanation of how this course relates to your current position and will serve to maintain or improve your skills pertinent to your current or future position at the University.

**Signature**

In registering for this course at the Graham School, I agree to attend and participate actively in all sessions and complete all assignments. I understand that to be eligible for this program my supervisor must approve my time away from the office, authorize payment of the administrative fee, and certify that this course is related to maintaining or improving my skills in my current position at the University.

\_\_\_\_\_  
Signature of employee/registrant

\_\_\_\_\_  
Date

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*Graham School Tuition Assistance Benefit Form for University of Chicago Employees*

Full-time, benefits-eligible employees are generally eligible for the 50 percent tuition remission benefit from the University of Chicago. This benefit may be used for Graham School courses. If you have questions about your benefits status or eligibility for this benefit, please call Marjorie Miller, HR Benefits Counselor, at 2-1017.

**Employee Information**

Employee's Name:	Work Phone:
Department:	Title:

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

**Course**

Course Title	
Course Number:	Section Number:
Start Date:	Full Tuition:

**Supervisory Consent**

To be completed by the employee's supervisor or department chair

Please answer the following questions:	Yes	No
Is this employee a regular employee at the University and is scheduled to work no fewer than 35 hours per week?		
Will this employee's schedule of hours permit registration for the class above, without interfering with his/her regular duties?		
Will this course serve to maintain or improve the employee's skills pertinent to his/her current job or a future position in his/her field at the University?		

Supervisor's Signature:	Date:
Supervisor's Title:	
Supervisor's Phone Number:	Supervisor's E-mail: