



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. Academic/ Faculty are not eligible to participate in this program.**

Instructions

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

SEND:

- Completed Registration Package (in hard copy). You must complete a copy of page two for each class.
- Current resume for first time registration

TO:

- Human Resources - Talent and Leadership Development at 6054 S. Drexel Ave, 1st 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. Before you register for a second class within a certificate program, you must complete the online application, located here: <https://apply-graham.uchicago.edu/apply/>. You can also access the application from our website: <https://grahamschool.uchicago.edu>

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 7 days before the class start date. The Program Coordinator will contact you by email to explain waitlist procedures and confirm your registration.

The University's Educational Assistance Plan (administered by the HR Benefits Office) will pay one-half of the tuition and Graham School will waive one half for full-time benefits-eligible University staff members. The benefit eligible staff member must work at least 35 hours per week to attend selected noncredit Graham School courses pertaining to the employee's current job. The employee's department must pay an administrative fee for each course.



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Employee Information (*Academic / Faculty are not eligible to participate in this program. See page 3 for instructions)

Name:	Preferred Email:
Home Address, City and Zip:	Work Address:
Department:	Job Title:
Home Phone:	Work Phone:

Course Information

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

Administrative Fee Per Course:

___ \$100 for course with tuition up to \$949 ___ \$150 for course with tuition \$950 or more

Unit: _____ 10 Digit Account number to be charged: _____

Unit administrator: _____



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Supervisory Consent

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

Please answer the following questions:	Yes	No
Is this employee academic/faculty? ▪ If you answered yes, you are <u>not eligible</u> to participate in this program.		
Is this employee scheduled to work at least 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:



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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.

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