

**Continuing Education**  
 cc to comp \_\_\_\_\_  
 registered \_\_\_\_\_

**Continuing Education  
 Employee Registration Form  
 BMC/HC Undergraduate Courses**

Today's Date \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

College Employed: BMC  HC

ID Number \_\_\_\_\_

Department \_\_\_\_\_

Office Phone \_\_\_\_\_

Office Address \_\_\_\_\_

Date of Employment \_\_\_\_\_

Full-Time  Part-Time

Course \_\_\_\_\_ College: BMC  HC  Semester: I  II  Academic Year \_\_\_\_\_  
                   Department      Course number      Title

Taking course for: Credit \_\_\_\_\_ or Audit \_\_\_\_\_

**To the Employee:** As an employee who is **.74 FTE** or more, who has successfully completed the new employee period, you are eligible to take one undergraduate course at Bryn Mawr College or Haverford College per semester for credit. If you are a part-time (less than .74 FTE) employee who has successfully completed the new employee period, you are eligible for tuition benefit at *Bryn Mawr College* on a pro-rated basis. In order to enroll in a course, you must have your supervisor's permission and must arrange to make up missed time at work at the convenience of your office. In addition, you must have the permission of the instructor teaching the course and the Benefits Manager.

**How to register to take a course:** Sign the form yourself. Obtain the signatures of your supervisor, the course instructor, and the Benefits Manager in the order listed below. Once the form is complete, please return it to Continuing Education, Taylor Hall.

Employee \_\_\_\_\_ Date \_\_\_\_\_

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

Course Instructor \_\_\_\_\_ Date \_\_\_\_\_

Benefits Manager \_\_\_\_\_ Date \_\_\_\_\_

Special Academic Programs \_\_\_\_\_ Date \_\_\_\_\_

**How to change or drop a course:** If you change a course, you must complete another form. If you drop a course, you must contact the Continuing Education Office (x6515) and complete a Course Withdrawal form at the Undergraduate Dean's Office (x5373).

**Human Resources**

Allowable tuition for course above % \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_