

MCC Employee Request for Free Class

- Class must be FTE generating at MCC (Not Self-Supporting or CE Personal Interest)
- Limit of one free class per academic year for Full-Time employees
- Continued eligibility requires successful course completion
- Audits are permitted
- Permanent Part-Time employees may take one class at a 50% discount
- Employees may not displace regular students in the class
- Books, Fees, and Supplies, if applicable, are the responsibility of the employee
- Submit to HR after completion

For CU – this request must be submitted by:

July 15 (Fall Semester) / November 15 (Spring Semester) / April 15 (Summer Semester)

For CE – this request should be submitted two weeks prior to the course start date.

Employees will be notified of the status of their request for a free class. CU: If approved, please submit an MCC admission application; a residency determination status must be obtained. Employees must be approved for in-state tuition rates. Visit your assigned advisor to discuss class registration. CE: If approved, please discuss registration procedures with the CE Registrar or appropriate Program Director.

Employee Name/Signature	
Date of Request	
Job Title	
Class Desired <i>(Indicate Course Name, Number, Section, and Dates/Time)</i>	
Is class scheduled during regular work hours?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If Yes, employee will need supervisor's permission, signature, and schedule for when the hours will be made up detailed below*)</i>
Is class work related or for personal enrichment?	<input type="checkbox"/> Work Related <input type="checkbox"/> Not Work Related
* Supervisor Signature/Date	
* Times and date(s) work hours missed will be made up <i>(If applicable)</i>	

Office Use Only:

Date Received: _____
 Employee Notification: _____
 Business Office Approval/Date: _____
 Cost of Course: \$ _____

HR Approval/Date: _____
 Registration Veri.: _____
 Fund Name/Code: _____
 Foundation Office Approval/Date: _____