



**Queens College, Office of Human Resources
Request for Approval of Staff Registration**

Eligibility for Staff Registration			
Employee Category	Service Requirement	Course Type & Credit Limits	Summer Session
Instructional Staff	1 year – undergraduate None – graduate	Undergraduate – no limit Graduate – 6 Credits	No
Classified Managerial	1 year – undergraduate None – graduate	Undergraduate – no limit Graduate – 6 credits	No
Adjunct Teaching Titles	10 consecutive semesters	1 course - may be Undergraduate or Graduate	No
Gittleson Titles	6 months	Undergraduate – no limit Graduate – 6 Credits	Yes – undergrad only
Classified White Collar	1 year	Undergraduate – no limit Graduate – 3 Credits	Yes – undergrad only
Classified Blue Collar	1 year	Undergraduate – no limit Graduate – 3 Credits	Yes – undergrad only
Skilled Trades	1 year	Undergraduate only – No limit	Yes – undergrad only

This waiver applies ONLY to tuition fees. Non-instructional fees and student activity fees are not waived.

Please check waiver you are requesting: Undergraduate Graduate

Course Title & Number	Semester	Hours & Days	Credits
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Employee: _____ **Date:** _____

Title/Rank: _____ **Department:** _____

Social Security No. _____ **Date of Appt. at College:** _____

Department Approval: The above named employee has consulted with me on the above registration request, and I recommend approval if the request is in accord with governing regulations and College policy.

Department Chair: _____ Date: _____

Notes:

- College policy permits courses to be taken that do not conflict with normal hours of work. Schedules cannot be changed to accommodate classes.
- Employees taking lunch hour courses between the hours of 11:45 am and 2:15 pm are required to sign in and out and additional time, for the lunch hour period, on the days they attend class. Employees will be charged 15 minutes of annual leave for each session attended during the semester. This time will be deducted at the beginning of each semester and will be returned at the end of the semester, if not more than one hour is used per session.

Your request for registration in courses at Queens College is approved not approved. If not approved, the reason for disapproval is as follows: _____

Director of Human Resources/Designee: _____ Date: _____

MANAGEMENT CERTIFICATION

Undergraduate and Graduate Level Course(s) Above the \$5,250 Threshold
Job Related or Meets The "Working Condition Fringe Benefit" Exclusion

TO BE COMPLETED BY EMPLOYEE:

Employee Name: _____ College of Employment: _____

Title Name & Code Number: _____ College of Enrollment: _____

Undergraduate Course
Name & Number: _____
Course Description: _____
How is it job related? _____

Graduate Course
Name & Number: _____
Course Description: _____
How is it job related? _____

Undergraduate Course
Name & Number: _____
Course Description: _____
How is it job related? _____

Graduate Course
Name & Number: _____
Course Description: _____
How is it job related? _____

I attest to the accuracy of all the information given.

Employee Signature & Date: _____

TO BE COMPLETED BY MANAGEMENT REPRESENTATIVE:

Undergraduate Course
Name & Number: _____
Taxable []Yes []No
If not, how is it job related? _____

If not, how does it meet the working condition
exclusion? _____

Graduate Course
Name & Number: _____
Taxable []Yes []No
If not, how is it job related? _____

If not, how does it meet the working condition
exclusion? _____

Undergraduate Course
Name & Number: _____
Taxable []Yes []No
If not, how is it job related? _____

If not, how does it meet the working condition
exclusion? _____

Graduate Course
Name & Number: _____
Taxable []Yes []No
If not, how is it job related? _____

If not, how does it meet the working condition
exclusion? _____

Signature & Date: _____

Name & Title: _____
Designated Management Representative

TO BE COMPLETED BY COLLEGE OF EMPLOYMENT

Signature & Date: _____

Name & Title: _____
HR Director / Designee