

**UNIVERSITY ENROLLMENT
FOR STAFF**

**3-0744
ADMINISTRATION
& FINANCE
December 2008**

POLICY

1.01 In addition to training programs designed specifically for OSU employees, staff who meet the academic requirements of the University may enroll in University courses for professional growth and development. To promote this principle, fee waivers will be given as listed according to 1.05, below.

1.02 Enrollment Authorization

- A. Enrollment in University courses which meet during the employee's normal working hours will be limited to one course or a maximum of five hours and should be approved in advance by the appropriate supervisor. An effort must be made to minimize conflict with University employment.
- B. There is no limit on the number of courses an employee may enroll in after normal working hours, if approval is received as shown in 2.01.

1.03 Making Up Time

- A. Enrollment required by unit administrator
 - 1. The time spent attending a class or training program where the unit administrator requires or requests attendance is considered as worked time, whether it meets during or outside the employee's work schedule. The time away from the job does not have to be made up.
 - 2. A nonexempt employee attending department required or requested training outside his/her normal work schedule may be given equivalent time off during the same week. If this is not possible, compensation will be in accordance with the overtime policy.
- B. Training or enrollment not required by unit administrator
 - 1. If the unit administrator approves attendance at classes during the normal work schedule, the hours away from work must be made up at a mutually agreeable time. For nonexempt employees the time should be made up within the same workweek to avoid a possible overtime situation in a succeeding week.

1.04 Fee Waivers

- A. For active status 100% FTE, continuous regular staff enrolled in University courses, the following fees will be waived (100%):
 - 1. Student Activity Fees
 - 2. Student Activity Fees – Athletic Fee
 - 3. Health Services Fee
 - 4. Transportation Fee
 - 5. Consumable Material Fee
 - 6. Student Development Initiative Fee
 - 7. Daily O'Collegian Fee
- B. Staff members must pay 50% of the general enrollment. Any additional fees not listed above, as well as any special course charge must be paid 100% by the staff member.
- C. For active status 100% FTE, continuous regular staff enrolled in NOC-Gateway courses, the following fees retained by OSU under the NOC Memo of Understanding will be waived 100%:
 - 1. Student Activity Fees
 - 2. Student Activity Fees – Athletic Fee
 - 3. Health Services Fee
 - 4. Transportation Fee
 - 5. Consumable Material Fee
 - 6. Student Development Fee
 - 7. Daily O'Collegian Fee
- D. Under the Memorandum of Understanding between Oklahoma State University (OSU) and Northern Oklahoma College (NOC), the tuition paid is transferred to NOC as are some of the fees, therefore, staff members must pay any enrollment or additional fees not specifically mentioned in section 1.04.

- E. If the fee waiver is for more than one course, approval by the employee's dean, if applicable, and vice president is required.
 - F. Staff members employed under 100% time, or who are on Leave Without Pay at the time, who are enrolled in University courses do not receive fee waivers.
 - G. There is no special discount for books and supplies at the Student Union Bookstore for staff.
 - H. Some courses taught through correspondence study, extension and outreach are excluded. For more information, contact the department offering the course to determine whether the tuition waiver applies.
- 1.05 Auditing Courses
- A. Staff are responsible for 50% of the general enrollment for audited classes.
 - B. As adopted by the State Regents for Higher Education, September 28, 1983, if the employee is age 65 or older the fees for auditing a course are waived, contingent upon space being available in the course.
 - C. The audit fee is also waived for faculty and staff who have retired from the University under the OSU Retirement Plan regardless of age at time of retirement.

PROCEDURES

2.01 To receive any waiver of fees, the 100% time continuous regular staff must submit a completed "Request for Faculty/Staff Fee Waiver" form to the Registrar's office prior to the beginning of classes. If the form is not on file prior to the beginning of classes, the employee-student will not be granted the waiver of fees. If the number of hours does not exceed one course, only the unit administrator's approval is needed on the form. If the hours exceed one course, the employee's dean and vice president must also sign the form.

2.02 For auditing a course, an audit card should be secured from the Registrar's Office.

2.03 Nonexempt Employee Time Sheets and Course Attendance

- A. For nonexempt staff, when class attendance during working hours is at the department's request, they should not check out and check in on the time sheet; the time away is counted as worked time.

- B. For nonexempt staff, when class or training program attendance is not during working hours and is at the department's request, class and program attendance time should be entered on their time sheet as worked time.

- C. Nonexempt staff should check out and check in on the time sheet if the course or program during working hours has not been requested by the department head; the time away is not considered worked time.

Approved: June 1987

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