



AUTHORIZATION FOR AN EMPLOYEE TO ENROLL
 STUDENT ADMINISTRATIVE SERVICES
 PO BOX 5575
 POTSDAM, NY 13699-5575
 P. 315-268-6576 · F. 315-268-2321

Employees should check with the Human Resources office to explore employee benefits prior to enrolling in courses.

- Undergraduate Course
- Graduate Course*

Date: _____

Name _____ Employee Number _____

Department _____

Semester _____ Year _____

If you are an ROTC Employee, please complete the following:

Home address: _____

Social Security No.: _____

The above named employee is authorized to enroll for the following course:

Course/Section #	Course Title	Class Days/Time	Credit Hours
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If cross-registering, which college: SUNY Canton SUNY Potsdam St. Lawrence

If cross-registering, a cross-registration form must also be turned in to the Registrar's Office. Additional regulations apply.

Approvals:

 Immediate Supervisor

 Next Level Supervisor

 Executive Director of Human Resources

 *Director of Payroll, Purchasing, & Risk Management

 (Advisor-if in a CU degree program)

Per Clarkson University's Operations Manual, section 8.0 *Employee Benefits*, Clarkson University employees may take 12 credit hours during an academic year with manager discretion and approval. This policy extends to courses offered by the member institutions of the Associated Colleges of the St. Lawrence Valley, **subject to [cross-registration regulations](#)**. Enrollment is on a space-available basis. A separate form must be submitted for each course the employee plans to take. Check-in online through PeopleSoft during the first week of the semester to confirm your enrollment in Clarkson courses.

***Graduate level course enrollment may be considered a taxable benefit. It is recommended that you consult with your Tax Advisor.**

Please return to Student Administrative Services (SAS), Box 5575, no later than the end of the second week of classes.

Guidelines for Employees Taking Courses

Clarkson University employees may take 12 credit hours during an academic year, subject to manager discretion and approval.

Courses may be taken at Clarkson, or through cross-registration. Courses taken through cross-registration are subject to additional [cross-registration regulations](#). In general, cross-registration is limited to 2 courses per academic year, totaling no more than 8 credits. Courses may be taken in fall, spring, or summer semesters.

Occasionally, there may be reason to request an exception to the Clarkson policies. In this case, *the request must be made well in advance of the beginning of the semester*, in writing to the Benefits Exception Committee, c/o Human Resources. Exceptions to the cross-registration policy may be requested from the institution offering the course(s).

In order to take a course, the following must be done by the end of the first week of classes **each semester you intend to take a course**:

1. Complete an Authorization for an Employee to Enroll form and obtain your immediate supervisor's signature as well as the next level supervisor.
2. If cross-registering, complete an [Employee Cross-Registration Form](#) (note that this form is different from the one that Clarkson students complete).
3. The Authorization for an Employee to Enroll form, and (if applicable) the Cross Registration form should be turned into SAS before the course begins.
4. If your transcript is held at Clarkson, complete check-in online in PeopleSoft during the first week of classes to confirm your plans have not changed.

Note that course enrollment at Clarkson and the Associated Colleges is on a space-available basis, and all course prerequisites must be met.

Graduate level course enrollment may be considered a taxable benefit. The Director of Payroll, Purchasing, & Risk Management must sign the Authorization for an Employee to Enroll form for graduate level coursework and may answer questions about any tax implications.

Staff who are pursuing a degree at one of the Associated Colleges should check the appropriate college on the cross-registration form indicating their HOME institution. *The employee authorization and cross registration forms must still be submitted to SAS.*

You are responsible for any course or activity fees, as outlined in the Cross Registration Regulations; however, you should not receive a bill for tuition – if you do, contact SAS immediately. Cross Registration regulations can be found online at: <http://www.associatedcolleges.org/services/crossregistration.htm>

Please contact your Student Services Representative in SAS with any questions: 315-268-6451.