

## **Florida Atlantic University**

### **Regulation 5.004 Procedures Related to the Free Course Enrollment of Full-Time State Employees.**

(1) Free course enrollment information: Inquiries regarding the free course enrollment benefit for full-time state employees should be made to the University Personnel Office.

(2) Eligible Employees.

(a) Full-time Administrative and Professional employees and faculty members who have been employed for at least six months in an established position in the State University System (SUS) (length of service will be calculated from the date of initial employment to the first day of classes as listed in the University Catalog), and who meet academic requirements may be allowed to enroll for up to six (6) credit hours of on-campus instruction per term without payment of the registration fee, on a space available basis. On-campus instruction is provided by courses offered at the Boca Raton or Fort Lauderdale Campuses and at the West Palm Beach Center. Extension, contract courses or any activity not funded in the education and general budget are not considered to be on-campus instruction.

(b) Permanent, full-time state employees in an established position other than those listed above, who at the time of registration have been employed for at least six (6) months (length of service will be calculated from the date of initial employment to the first day of classes as listed in the University Catalog), and who meet academic requirements may be allowed to enroll on a space available basis for up to six (6) credit hours of on-campus instruction per term without payment of the registration fee. The instruction must be in a job-related course or program as determined by the employee and verified by the supervisor and the employing agency head or designee.

(3) Enrollment.

(a) Prior to registration, the Faculty, A & P or other eligible employee shall obtain from the University Personnel Office required fee waiver forms, said forms identified as Eligibility for Enrollment in Tuition Free University Courses, "DOA 79-1-TB" and F.A.U. Faculty and Staff Enrollment Waiver of Registration Fee "PERS-17 Rev. 11/75." These forms are to be completed, necessary approvals are to be obtained and returned to the University Personnel Office for verification and final approval.

(b) Admission, counseling, registration, fee payment, drop/add, refund and grade policies and procedures for the employee will be the same as for other students as outlined in the University Catalog and the schedule of courses for each term except for the following:

1. The employee will be assigned to classes on a space available basis only and therefore will not be permitted to register until after 1 p.m. on the last day of regular registration. Courses which have been designated by the University as having a direct cost relationship to each student admitted will not be available to employees under the fee waiver provision. Criteria to be used in determining courses with direct cost relationship will include but not be limited to faculty time required beyond normal time for lecture, discussions and examinations; additional special equipment; additional special supplies; and additional computer time. (For example, thesis, dissertation, and directed

independent study courses.) A list of courses with direct cost relationship is available in the Personnel Office.

2. Prior to fee payment, but in no case prior to 1 p.m. on the last day of registration, the faculty, A & P or other eligible employee shall obtain from the Personnel Office, the previously submitted fee waiver form.

3. The employee should submit the approved fee waiver form to the cashier in lieu of fee payment. The employee must pay for any credits scheduled in excess of six hours. When different course levels are involved, the credit hours with the higher cost shall be waived. The employee must pay application fees and late registration fees, if applicable.

(c) Academic counseling, testing, learning resources and all other facilities of the University will be available to employees registering for courses on the same basis as to other students except that employees registering for four or less hours will not be privileged to use the Student Health Services. A Health Service fee of \$24 per term will be required of all registrants of 5 or more credits in a term.

(d) Employees enrolling for six or less credit hours, under the fee waiver program, do not pay activity and service fees, except for the Health Service fee where applicable, and are not eligible for free admission to activity and service fee sponsored activities.

(e) Intern supervisors – Refer to B. O. R. subsection 6C-5.133(2), F.A.C. The President of the University may also authorize for inclusion under this intern supervision program persons who supervise interns where the supervisor is required to engage in direct supervision of an intern for 300 contact hours. For the purpose of this program, the 300 contact hours may be incurred over a number of semesters provided there is at least 100 hours of direct supervision per semester.

*Specific Authority 240.227(1), 240.209(1) FS., 6C-5.133, F.A.C. Law Implemented 240.209(3)(e), (m), 240.235 FS., 6C-5.133, F.A.C. History– New 12-5-79, Amended 12-1-82, Formerly 6C5-5.06, Amended 11-11-87. Formerly 6C5-5.006.*