

EMPLOYEE CLASS ENROLLMENT POLICY

Employees interested in taking University classes are required to submit an "Employee Application for Fee Waiver/Authorization to Take University Classes" form each semester. This request must include **ALL** classes the employee will be taking, whether or not the classes affect the employee's work schedule or are included in the request for a fee waiver. Faculty and staff members who are currently employed full-time and who have completed two (2) years of continuous full-time employment with the University of Louisiana at Monroe by the first day of the semester in which the enrollment is requested, are eligible for a fee waiver. The maximum number of hours for which a fee waiver may be granted in one fall or spring semester is six (6) and a maximum of three (3) hours during the Winter Session, Summer Intersession and each Summer Session.

Courses must be taken for credit; fees cannot be waived for audit classes. The fee waiver may not be used in combination with any other discounted program (i.e. Advanced Placement Institute). Employee account balances must be paid in full each semester. Employees who do not pay their accounts in full will not be eligible for future fee waivers. Upon payment of all outstanding balances, the fee waiver will be reinstated for the subsequent semester.

The University of Louisiana at Monroe permits full-time employees to schedule one course (not to exceed three clock hours per week) during their regular work hours, inclusive of break times, with the approval of the appropriate department head/dean. Employees may only use 30 minutes of a 60-minute meal break to make up class time. Meal breaks must be at least 30 minutes. Employees, who are enrolled in courses, are required to make up work hours missed while attending classes. Accrued annual leave or compensatory leave may not be used. A revised work schedule must be submitted on the "Employee Application for Fee Waiver/Authorization to Take University Classes" form each semester. Any change in class schedule requires a new form. Part-time employees enrolled in courses are required to schedule all courses outside of their regular work hours, inclusive of break times.

Employees have the responsibility to continue to meet employment requirements and expectations should they schedule multiple courses outside scheduled work hours. Department heads have the responsibility of monitoring and evaluating whether employees are meeting requirements and expectations under these circumstances.

An employee may request an exception to this policy by sending this request first to their immediate supervisor, then through the university administrative structure to that employee's divisional Vice President. An exception will only be granted under extraordinary circumstances.

Questions about fees should be directed to Student Account Services.

Fee information may be found at:

<http://www.ulm.edu/hr/policies/feescheduleforwaivers.pdf> .