



CPCC Employee Request to Enroll for a Self-Supporting Course

Note: Employees may not take self-supporting classes unless approved by the respective Program Developer/Chair of the area offering the course

Step 1. Establish or update your student master file in the CPCC registration system. DO NOT self enroll.

Step 2. Complete Parts I & II and then forward to the Program Developer/Chair who is responsible for the course. Employees must pay the costs of materials as well as outside vendor costs (direct costs). Employees are not allowed to self-enroll for tuition-free courses.

PART I: Employee Information

Employee's Name: _____

Social Security Number: _____

E-mail Address: _____

Work Phone: _____

Home Phone: _____

PART II: Course Information

Term: _____

Course Name: _____

Course Prefix and Section Number: _____

Immediate Administrator Approval: _____

Check this box if the employee's department will be responsible for the cost of books or materials in a job-related course. List an account number to be charged. The employee should copy this form and present it to the bookstore for their records.

Account Number: _____

If the employee's department is not paying for the book(s) or materials, the employee is responsible for payment PRIOR to the start of the class. If the employee does not pay for the book(s)/materials prior to the first class, he/she will not be able to take the class.

PART III: Program Developer/Chair Approval

Program Developer/Chair Approval: _____

The Program Developer/Chair of the self supporting area offering the course should forward this form to Registration, Records Management (CCE classes only) and to Financial Services once appropriate approval is secured. Also, staff should contact the employee by phone or e-mail once the form has been received in the appropriate department. Employees may take self-supporting classes ONLY if space is available. The employee is responsible for checking the class status up until the 24 hour mark before the class begins to see if space is available. If space is available the employee should contact the Program Developer/Chair to be enrolled in the class. Note: It is not up to the Program Developer/Chair to contact the employee at the 24 hour mark. The employee should not enroll themselves in any class. This will be done by the Program Developer/Chair or designee once space is available.