



## Professional Development Course Registration Form for University Employees

### Professional Development Certificates

The University of Chicago Graham School offers a broad variety of [certificate programs](#) for those seeking to learn new skills or enhance career development. The certificates can be pursued either online or in-person and registration is available to eligible University staff.

### Registration and Program Requirements

- All registrants must meet the necessary course prerequisites to be considered qualified to register and [apply](#) for admission.
- Enrollment requirements must be met before the start of the second class in the program to be officially considered enrolled in the certificate program.
- University employees cannot audit courses.
- Full participation (including attendance and assignment completion) is required.
- All course registration requests require supervisor approval before submission.
- You may participate in one course that is part of a certificate program without applying to the certificate program. Before you register for a second course within a certificate program, you must complete the online application directly from the Graham School [applications management](#) page or the Graham School website [academic programs](#) page.

### Certificate Award Information

- Certificate programs and classes are noncredit and do not count toward a degree; grades are given to encourage and measure success.
- A failing grade in any course will prevent the awarding of a certificate, as well as enrollment in additional courses in that certificate program.
- A certificate from the University of Chicago is awarded upon the successful completion of the entire program and all of the requirements. While the certificate is not the equivalent to a University degree, it does provide evidence of your achievement in a high-caliber, professional continuing education program.

### Tuition Benefit Information\*

Benefits eligible employees may take Graham School certificate courses and receive the tuition benefit offered by the University. A benefits eligible employee is a full-time regular employee scheduled to work 35 hours per week or more. *Tuition benefit eligibility will be confirmed by the Graham School.* See below for new tuition policy payment options.

<u>Payment Options</u>	<u>Amount</u>
➤ University of Chicago Tuition Policy Benefit	50%
➤ Choose one	
1. Employee Department Pays	50%
2. Employee Pays	50%
3. Department and Employee Split	50% (split to be determined by department)



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### Registration Submission Information

To register for Graham School certificate courses, please follow the instructions below:

**Submit:**

- Completed registration form to [UChicagoEmployeeRegistration@uchicago.edu](mailto:UChicagoEmployeeRegistration@uchicago.edu) with the *Email Subject Title*: Employee Course Registration Form.
- A separate form must be completed for each class.

**Deadline:**

- Registrations must be received at least **10 days prior** to the course start date.

**Contact:**

- [GrahamPD@uchicago.edu](mailto:GrahamPD@uchicago.edu) for program, course, or questions regarding the registration process.

### Employee Information

Name:	UChicago Email (required):
Home Address, City and Zip:	Work Address:
Department:	Job Title:
Home Phone:	Work Phone:

### Course Information (please include each course on a separate page)

Course Title:	
Course Code:	Section Number:
Start Date:	Full Tuition:

\* Revised Graham School Tuition Policy is Effective December 18, 2017.  
 For additional tuition information, please visit [UChicago Human Resources](#).



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**Tuition Payment Options for Employee 50% (please complete all the required fields)**

**Option 1: Department pays 50% of tuition**

Department: \_\_\_\_\_ 10 Digit Account number: \_\_\_\_\_

**Option 2: Employee pays 50% of tuition**

The Graham School Assistant Registrars will contact you for payment details. We accept payment by check, money order, Visa®, MasterCard®, American Express®, or Discover®. Please provide a daytime number below:

Phone Number: \_\_\_\_\_

**Option 3: Employee and Department split the 50% of tuition** (enter split amounts in appropriate field).

Split Amount:

Department: \_\_\_\_\_

Employee: \_\_\_\_\_

Department: \_\_\_\_\_ 10 Digit Account number: \_\_\_\_\_

***Department Chair or Supervisor Approval for Submission (required)***

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_