



Spring 20 ___ Summer 20 ___ Fall 20 ___ Winter 20 ___ Cornell employee EDP participant (Summer/Winter only)

1. Biographical Information

Cornell ID number: _____ Social Security number (optional): _____

Name: _____
last name first name middle name suffix (Jr., III, etc.)

Date of birth: _____ Sex: Male Female E-mail address: _____
month / day / year

Home address: _____
street city state / province / country zip / postal code

Home phone: _____ Cell phone: _____
area code / country code area code / country code

To expedite communication of important information (such as your NetID), may we send occasional text messages to your cell phone?* Yes No
*If yes, depending on your phone plan, you may be charged for these messages.

Note: Please enter your address and emergency contact information in the student self-service center at studentessentials.cornell.edu.

Have you ever studied at Cornell? Yes No Your name when last registered, if different: _____ Last term attended: _____
date

Do you hold a bachelor's degree from any institution? Yes No If yes, from which institution? _____
name city / state / province (and country if not U.S.)

2. Demographic Information

Are you a U.S. Armed Services veteran? Yes No Are you a New York State resident or non-resident?

Are you a U.S. citizen or dual U.S. citizen or U.S. permanent resident or other citizenship? _____
list your country of residence

Optional: Select one or more of the following ethnicities that best describe you: Are you Hispanic / Latino (including Spain)?* Yes No

American Indian or Alaska Native (including all Original Peoples of the Americas)* Asian (including Indian subcontinent and Philippines)*

Black or African American (including Africa and Caribbean)* Native Hawaiian or Other Pacific Islander (Original Peoples)*

White (including Middle Eastern)* ***Please specify:** _____

3. Course Enrollment

Winter Session and Part-Time Study students must submit their tuition and fees in full when they turn in this form.

Will class(es) be on the Ithaca campus? Yes No

Department	Course number	Class section	Class component	Class number	Credit hours	Grade option*	(not required for summer or winter registration)		
FILM	3250	001	- LEC	1109	3	L	Animation History & Practice	Course Instructor	Registrar
(1)		-					Title	Instructor's signature or Dept. stamp**	College registrar's signature***
(2)		-					Title	Instructor's signature or Dept. stamp**	College registrar's signature***
(3)		-					Title	Instructor's signature or Dept. stamp**	College registrar's signature***
(4)		-					Title	Instructor's signature or Dept. stamp**	College registrar's signature***

- * Grade options: **L** = letter grade; **S** = satisfactory/unsatisfactory; **V** = audit
- ** The College of Arts and Sciences requires only the department's stamp. All other colleges require either the instructor's or the registrar's signature.
- *** Required only for courses in
 - the Johnson Graduate School of Management (106 Sage Hall),
 - the Law School (162 Myron Taylor Hall),
 - the School of Industrial and Labor Relations (101 Ives West).

New York State law requires on-campus registrants taking six or more credits to meet immunization laws. For details see sce.cornell.edu or e-mail immunization@cornell.edu. In addition, every non-matriculated Cornell student must complete a Health History Form, available through the "Health" page on the Summer Session, Winter Session, and Part-Time Study websites.

Image release (please check one):

I grant permission I withhold permission
for Cornell University to use my likeness, image, and/or voice in promotional, informational, or other materials.

By my signature I recognize my responsibility to read, understand, and abide by the rules and procedures at sce.cornell.edu/scepolicies and on the Cornell University Policy Office website. I further agree to be bound by, and recognize that I will not be exempted from, the requirements of those rules and procedures because of ignorance, negligence, illness, other personal factors, or contradictory advice from any source.

Signature Date

4. Cornell Employees

Cornell employees must also complete and submit the back of this form.

for office use only
state
ck#
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0317

For Cornell Employees Only

Please have this section completed by your supervisor and department head.

College or division: _____

Employee's job title: _____ Employee's work phone: _____

- Statutory employee
- Endowed employee
- Regular full-time employee
- Regular part-time employee
- Employee on layoff*
- Retired employee*

The following information is requested for IRS reporting purposes only. (Enrollment in courses through the School of Continuing Education and Summer Sessions may have tax implications. Staff members should consult with the University Human Resource Services or their tax advisor.)

- This course serves to maintain or improve current job skills.
- This course does not serve to maintain or improve current job skills.

*If you are on layoff or retired: You do not need to obtain supervisors', department heads', or Benefit Service representatives' signatures below as the Continuing Education office will obtain these for you.

Supervisor's signature: _____ Date: _____

Department head's signature: _____ Date: _____

The following procedures, rules, and regulations apply to full- or part-time Cornell employees or temporary Cornell employees who are eligible for benefits. Employees are also responsible for reading and abiding by the rules and regulations on the School of Continuing Education and Summer Sessions website at sce.cornell.edu.

Eligibility

Regular full- or part-time non-academic and non-professorial academic (do not have faculty voting status) Cornell employees or temporary Cornell employees who are eligible for benefits may enroll in courses for credit or audit on a space-available basis, with the permission of their supervisor and department head. Supervisors have the authority to refuse to grant permission for the employee to take courses when job responsibilities require full-time attendance during regular working hours. Employees are eligible to take only those courses that are offered for credit, excluding most special programs. Questions about eligibility should be directed to Benefit Services at 607.255.3936 or e-mail benefits@cornell.edu.

Employees who register for six or more credits must meet the New York State immunization requirements (see parttimestudy.cornell.edu).

Tuition and Course Fees

Waived Tuition: If eligible, a regular full- or part-time employee or temporary Cornell employee may take up to four credits per semester of University course offerings without charge for tuition as long as s/he remains in good standing as an employee. A new employee must have started working before the beginning of an academic term or session to be eligible for waived tuition in a course taken during that period. Tuition may not be waived if an employee drops a course without notifying the School of Continuing Education and Summer Sessions by the first day of class.

Full Tuition: Employees must pay full tuition for coursework in excess of four credits per semester. Also, a person who terminates employment while taking a course for which tuition has been waived must either withdraw from the course within the time limits stated on the School of Continuing Education and Summer Sessions website or pay the full tuition charge. An exception to this provision may be granted if less than 25% of the instruction period remains at the time of termination.

Course Fees: All employees will be billed and must pay for course fees.

Making Up Time

Supervisors may either grant employees release time for time missed from work to attend class, or require that all time be made up when the absence from work interferes with the department's operational requirements. In cases where the supervisor has requested that a course be taken, employees are not required to make up the time. Part-time employees are expected to take courses outside of regular working hours. Employees must make up all time off for coursework in excess of four credits per semester. All assigned homework must be done on the employee's own time.

Dropping Courses and Withdrawal

Dropping a Course: An employee who decides to drop or add courses must comply with the regulations indicated on the School of Continuing Education and Summer Sessions website at sce.cornell.edu.

Course Withdrawal: An employee who decides not to take any courses for which she or he has registered must immediately complete a Change-in-Enrollment form and return it to the Continuing Education office in B20 Day Hall. An employee who fails to do so will receive an "F" grade and will be liable for tuition.