

Noncredit Computer Classes Course Registration Form for Staff/Faculty

Any Delaware Tech full-time or part-time employee can request to register for a Corporate & Community Programs non-credit computer training course (tuition free), providing that space is available, that all of the following steps are taken and that all of the information is complete. The Technology Applications Department of the CCP Division cannot confirm the registration until three working days prior to the start of the course. It is the employee's responsibility to confirm their enrollment at that time.

Step 1-Employee information (we need this to properly enroll you into our Student Records System.

Last Name: _____ First Name: _____ MI: _____

Social Security Number: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: (Work) _____ (Home) _____

Email address: _____

Step 2-Course Information

Course Title: _____ Course#: _____

Meeting Time/Day(s): _____

Step 3-Supervisor Authorization

- I authorize this full-time employee to take this course during working hours and that this course is relevant to their job.
- I authorize this full-time employee to take this course outside normal work hours and that this course is relevant to their job. This employee will not receive additional pay or overtime while attending this class.
- I authorize this part-time employee to take this course outside normal work hours and that this course is relevant to their job. This employee will not receive pay while attending this class.
- I do not authorize this employee to attend this class at this time.

Immediate Supervisor Signature: _____ Date: _____

Step 4-Completing the Process

- I have turned this completed form over to Elaine Rathmanner in the Technology Applications Department, Stanton Campus, Room A150 or FAX 292-3873, at least 10 days prior to the start date of the class.
- I will call Elaine Rathmanner at 453-3006 to confirm my enrollment 3 working days prior to class.

Employee Signature: _____ Date: _____

Please remember that this benefit is only available on a space available basis

We cannot confirm your seat in class until paying customers have had first priority