

**INSTRUCTIONS:** Return completed form with required signatures to Student Union Human Resources before registering for any classes. Classes must be taken on your personal time. A class may be substituted during your normal lunch break.

<b>EMPLOYEE INFORMATION</b>		
Name:	Job Title:	Semester:
Department & Zip:		Phone Extension
MANDATORY: Employee ID Number (on back of Tower Card)	Email:	

<b>COURSE INFORMATION</b>					
DEPARTMENT COURSE #	COURSE TITLE	SECTION #	UNITS	DAYS	HOURS

<b>THIS SECTION MUST BE COMPLETED BY DIRECTOR, ASSOCIATE DIRECTOR</b>
Please provide a brief explanation stating how the class/es above support the employee's position development.

Degree Objective:	Estimated Graduation Date:
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<b>EMPLOYEE INFORMATION</b>		
Unsatisfactory performance in a course(s) or not maintaining good academic standing (GPA of 2.0 or above for undergraduates, GPA of 3.0 or better for graduates) may be the cause for withholding further approval for participation in this program.		
Employee Signature:	Supervisor/Manager:	Date:
Associate Director Signature:		Date:
Executive Director Signature:		Date:

<b>HUMAN RESOURCES ONLY</b>	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date:

Employee Hire Date: \_\_\_\_\_

Meets: \_\_\_\_\_

Employee Eligibility Date: \_\_\_\_\_

Does Not Meet: \_\_\_\_\_