

Memorandum

To: ALL FULL-TIME MASSART EMPLOYEES

From: DAVID NELSON, PRESIDENT

Subject: OPPORTUNITIES FOR ENROLLMENT IN CREDIT COURSES

Date: 6/1/2016

In 1987, the ProArts Colleges (MassArt, School of the Museum of Fine Arts), Emerson, Boston Conservatory, Berklee, and Boston Architectural Center) signed a reciprocal agreement enabling staff and faculty to cross register, on a limited basis and without charge, at member institutions. I am pleased to announce that we have recently clarified and updated the guidelines for participation in this program. I encourage all full-time employees of MassArt to take advantage of this opportunity, which includes taking Courses at the home institution free of charge. Forms for enrollment in MassArt courses may be obtained from the Human Resources Office.

1. A full-time or part-time benefit eligible "AA" MassArt employee may take one credit bearing course per semester in either MassArt's day or PCE program, without charge, and one additional course during the summer session, normally as a Non-matriculated student. To become matriculated, a person must apply and be admitted through the regular college admissions process. Only those courses offered at our main campus in Boston qualify. Independent and directed studies are excluded from this policy.
2. Tuition and general fees for the course will be waived, with the exception of any *lab* and *material* fees specific to an individual course.
3. A MassArt employee may take a course or courses at another ProArts College, free of charge, following that college's participation guidelines. Guidelines for each college are posted on the ProArts website.
4. A student enrolling in a course under this policy must meet all course pre-requisites and receive permission from the course instructor.
5. Enrollment is on a space-available basis, after the pre-registration period for matriculated students ends.
6. Any changes in work schedule requested to participate in this program must be approved in writing by the employee's supervisor, vice-president, and human resources prior to registration in a course. Signed forms must be presented to the registrar at the time of registration.
7. Procedures for registration at other ProArts Colleges are available from the Registrar's Office at each of the participating colleges.
8. Employees will be subject to applicable state and federal income taxes.

The College reserves the right to modify, change, or eliminate this benefit after consultation with the union.

Employee Registration Form

Are you registering for a Day School or Continuing Education Class? _____

MassArt ID#: _____ Social Security Number: _____ - _____ - _____

Last Name _____ First Name _____

Email Address: _____

Local Address: _____

Phone # Home: _____ Cell #: _____ Office Ext: _____

Date of Birth: _____ Sex: M or F Term/Year: _____
 (Fall, Spring, Summer & Year)

Ethnicity: (optional)

- | | | |
|--|---|---|
| <input type="checkbox"/> American Indian | <input type="checkbox"/> Asian American | <input type="checkbox"/> Black non-Hispanic |
| <input type="checkbox"/> Hispanic | <input type="checkbox"/> White non-Hispanic | <input type="checkbox"/> Non-Resident Alien |

REGISTRATION

Department	Course	Section	Course Title

ALTERNATE

Department	Course	Section	Course Title

REQUIRED SIGNATURES

Student: _____

Supervisor: _____

Area Vice President: _____

Human Resources: _____

Registrar's Office/Continuing Education: _____

*****For day school classes, after you have registered, please deliver a copy of this form to the Financial Aid Office.**

*****For evening classes, please deliver a copy of this form to the Continuing Education Office.**

EMPLOYEE COURSE REGISTRATION

Employees at MassArt are given the opportunity to take up to three courses a year without payment of tuition or fees (except fees tied directly to individual courses). Employees are limited to one course per semester either day or evening and one course in the summer. To take a course an employee must first secure permission from their immediate supervisor. To take a course which conflicts with the employees work schedule the supervisor's signature ensures that appropriate plans for flextime and/or comp time have been satisfactorily dealt with in accordance with the applicable union contract.

Employees will complete the Employee Registration Form and submit the form to the appropriate office, Registrar's office for day classes, program of continuing education for evening class. Employees must meet all prerequisites for the class and there must be space in the class after Students have registered. All standard academic policies apply to employees in class. Registration ends with last day of add/drop. Completed form with all signatures must be presented at the time of registration. Directed studies, Independent studies, Internships are not covered by this program. A copy of this form must be delivered to the financial aid office.