

**TUITION-FREE COURSES FOR FACULTY & STAFF**  
**at Clinton Community College**  
**Credit & Credit-Free**

**Maximum Per Semester: Four (4) Credit Hours**  
**Two (2) Credit-Free Workshops**

**Job Related for Permanent Full-Time Employees**

Permanent full-time employees may pre-register and take **job-related** courses or workshops offered by the College, **tuition free!** How can you do this?

- Obtain the Tuition-Free Course Request Form from the Human Resources Office.
- Classes must be approved as job-related by your immediate Supervisor, Head of Department, and the Human Resources Officer.
- Obtain the signatures of your Supervisor, Department Head, and Human Resources Officer.
- A completed Registration Form must be submitted with the Request. (If a Certificate of Residency is required, this, too, must be submitted.) These are to be submitted to the Bursar's office.
- Employees will still be responsible for lab fees or charges related to the course or workshop. Student Activity Fees will be waived.

**Unrelated to Job for Full-Time Employees and all Permanent, Part-Time Employees and Adjunct Instructors\***

- Complete the form as indicated above
- Employees must wait to register until the first day of the classes on a "seats-available basis" as well as enough "paid" participants.
- Employees may take up to four credits and two non-credit workshops per semester.
- You still will be responsible for lab fees or charges related to the course or workshops.
- Student Activity Fees will be waived.

**\*Permitted to enroll during the same specified enrollment period in which they have contracted with the College to provide instructional services.**