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UNIVERSITY AT ALBANY
State University of New York

Office of the Registrar
Campus Center B-52

www.albany.edu/registrar

(518) 442-5540
FAX 442-5532

March 28, 2011

Greetings Colleagues:

I am writing to advise you about the "free tuition" program which was implemented as a result of Article 49 of the current State-UUP Agreement. This program provides a tuition waiver for one course per Fall semester, one course per Spring semester, and one course per Summer session.

The following procedures have been established for those eligible employees who wish to enroll each semester in University at Albany courses through the Employee Course Registration Program (ECRP) process:

1. You must be employed by the University and be represented by, and paying dues or agency shop fees to, the UUP Bargaining Unit during the academic term or session in which you wish to receive an ECRP tuition waiver for a course. This is most important for part-time employees, especially those who are not necessarily appointed every semester and summer session.

2. Admission/Enrollment - Employees who are not formally enrolled in a degree program must first be admitted for non-matriculated or matriculated study through the appropriate admissions office. The appropriate admissions offices are:

   Graduate coursework (Degree or Non-degree):
   Office of Graduate Admissions
   518-442-3980
   University Administration Building, Room 121

   Matriculated undergraduate study:
   Office of Undergraduate Admissions
   518-442-5435
   University Hall, Room 112

   Non-matriculated undergraduate study:
   Office of General Studies and Summer Sessions
   518–442-5140
   Social Sciences 110

3. Registration - **You may not advance-register for a course which will be claimed under the UUP option**. Rather, registration must be initiated during the dates listed below.

   - Why? According to the agreement, coursework can only be pursued on a "space available" basis. This is defined as courses that are still open at the end of Late Registration (i.e., courses in which seats are going unfilled).

   - This advance-registration restriction does not apply to graduate courses for which permission numbers are required (i.e., doctoral dissertation load credit, master's thesis credit, directed readings, independent study, and graduate seminars).

- The first allowable date for registration (for courses claimed under UUP option) for Fall 2011 is Friday, September 2, 2011 through the last day to add. You should attend class in the meantime. You may register after these dates, up until the deadline for adding the course.

- For Summer 2011 courses, the first allowable dates for registration are listed below based on each session. You should attend class in the meantime. You may register after these dates, up until the deadline for adding a course for each individual session.

Summer 2011	Session Dates	When to Register/Add Courses Claimed Under UUP Option
Six Week 1	5/23/11-7/1/11	5/26/11-5/27/11
Six Week 2	6/20/11-7/29/11	6/23/11-6/24/11
Six Week 3	7/5/11-8/12/11	7/8/11-7/11/11
Six Week 4	6/27/11-8/5/11	6/30/11-7/1/11
Four Week 1	5/23/11-6/17/11	5/25/11-5/26/11
Four Week 2	6/20/11-7/15/11	6/22/11-6/23/11
Four Week 3	7/18/11-8/12/11	7/20/11-7/21/11
Twelve Week	5/23/11-8/12/11	5/26/11-5/27/11

NOTE: For courses not scheduled during a regular session or module, the only date on which you may register is the second day of class.

Other rules for this registration program are as follows:

1. One course per semester.

2. Employees must meet admissions requirements and course prerequisites.

3. All fees other than tuition must be paid by the employee.

4. Minimum enrollment requirements established as a necessary condition for offering a course shall not be affected by employee enrollment which is the result of this free tuition program.

5. In order to process a tuition waiver for students employed at other SUNY schools, the University at Albany requires written certification from the other school's Human Resource Office verifying representation by the U.U.P. bargaining unit for the semester of attendance. This verification along with the ECRP tuition waiver request form, invoice, and fee payment must be submitted to the Office of Student Accounts.

   Persons employed at other SUNY schools need to fill out the University at Albany's tuition waiver form if taking courses at UAlbany.

6. Payment - In order to pay the appropriate fees and claim free tuition, complete the ECRP form, and mail the items specified in #5 (above) to the Office of Student Accounts.

   ECRP forms are available on-line at www.albany.edu/registrar under Registration (see Information About – UUP Tuition Adjustment) or in the Registrar's Office in Campus Center B-52.

   As in the past, the late registration fee will be waived for those electing ECRP and registering on the dates indicated in this memorandum.

7. Schedule Adjustment - Employees who are already registered in a term and who are processing an add for the course to be covered by the UUP Tuition Waiver, should complete the form referenced in #6 and forward to the Office of Student Accounts, along with payment for any additional fees appearing on your adjusted bill.

Should you have any questions about this program and/or how to proceed, please call us at 518-442-5540.

Sincerely,

Karen L. Chico Hurst
University Registrar

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