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. When space is available, employees may enroll in a course on a tuition-free basis subject to the following requirements:

1. The University determines when space is available, recognizing that such determination must be made in sufficient time to permit enrollment by employees;
2. Employees must meet course prerequisites;
3. All fees other than tuition shall be paid by employees;
4. Employees may enroll in a maximum of one course per semester and special session - for example, summer session and intersession;
5. Minimum enrollment requirements established by the University as a necessary condition for offering a course shall not be affected by students interested in enrolling in a course on a space available basis; and
6. The program shall continue for the term of the Agreement.

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 a UUP (ECRP) tuition waiver for a course. This is most important for part-time employees, especially those who are not necessarily appointed every semester and in the summer or winter.

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

- The first allowable dates for registration (for courses claimed under the UUP option) for **Summer 2015, Fall 2015, Winter 2015-16, and Spring 2016** are below. If applicable, you should attend class in the meantime. You may register after these dates, up until the deadline for adding a course as indicated on each Academic Calendar.

<table>
<thead>
<tr>
<th>Year</th>
<th>Term</th>
<th>Session</th>
<th>UUP eligible students using ECRP waiver can Register/Add on or after these dates:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>Summer</td>
<td>Six Week 1</td>
<td>May 29-June 1</td>
</tr>
<tr>
<td>2015</td>
<td>Summer</td>
<td>Six Week 2</td>
<td>June 25-26</td>
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<tr>
<td>2015</td>
<td>Summer</td>
<td>Six Week 3</td>
<td>July 9-10</td>
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<tr>
<td>2015</td>
<td>Summer</td>
<td>Six Week 4</td>
<td>July 2-3</td>
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<tr>
<td>2015</td>
<td>Summer</td>
<td>Four Week 1</td>
<td>May 28-29</td>
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<tr>
<td>2015</td>
<td>Summer</td>
<td>Four Week 2</td>
<td>June 24-25</td>
</tr>
<tr>
<td>2015</td>
<td>Summer</td>
<td>Four Week 3</td>
<td>July 22-23</td>
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<tr>
<td>2015</td>
<td>Summer</td>
<td>Twelve Week</td>
<td>May 29-June 1</td>
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<tr>
<td>2015</td>
<td>Fall</td>
<td>8 Week 1</td>
<td>August 28-31</td>
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<tr>
<td>2015</td>
<td>Fall</td>
<td>Semester Length</td>
<td>September 1-2</td>
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<tr>
<td>2015</td>
<td>Fall</td>
<td>8 Week 2</td>
<td>October 23-26</td>
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<tr>
<td>2015-16</td>
<td>Winter</td>
<td>4 Week</td>
<td>December 16-17</td>
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<tr>
<td>2016</td>
<td>Spring</td>
<td>8 Week 1</td>
<td>January 22-25</td>
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<tr>
<td>2016</td>
<td>Spring</td>
<td>Semester Length</td>
<td>January 26-27</td>
</tr>
<tr>
<td>2016</td>
<td>Spring</td>
<td>8 Week 2</td>
<td>March 21-22</td>
</tr>
</tbody>
</table>

**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 (on college/university letterhead) from the other school's Human Resource Office verifying representation by the UUP bargaining unit for the semester of attendance. The following information must also be included in the statement: First Name, Last Name, the last four digits of the Social Security #, and the Employment Status for the semester in which the waiver is to be applied. This verification must be submitted to registrar@albany.edu no later than the last class day of the semester in which the waiver is to be applied.

6. All students utilizing the UUP (ECRP) tuition waiver program need to fill out the University at Albany's online UUP (ECRP) tuition waiver form. The online UUP (ECRP) form is available on MyUAlbany (Student Log On) on the Academics page in the Records Services section.

7. Payment – Once your completed UUP (ECRP) waiver has been received, a deferral for the tuition amount will be placed on your account until the actual waiver is processed. You will be responsible for fees related to enrollment in the class, as well as tuition and fees for any additional class(es). You may pay the remaining balance on epay.albany.edu. As in the past, the late registration fee will be waived for those using the UUP (ECRP) waiver and registering on the dates indicated in this memorandum.

UUP (ECRP) Waiver Forms must be completed and submitted by 11:59p on the eve of the last class day of the semester in which the waiver is to be applied. Retroactive waivers (waivers for previous semesters) will not be accepted/considered.

8. 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 (ECRP) Tuition Waiver should complete the online form referenced in #6. Payments due for any additional fees should be submitted to the Office of Student Accounts as noted in #7.

Should you have any questions about this program and/or how to proceed, please contact us at 518-442-5540 or registrar@albany.edu.

Sincerely,

Karen L. Chico Hurst
University Registrar