UCR CAREER STAFF DISCOUNT FORM

To be used by UC Riverside career staff employees enrolling in Summer Sessions courses. Department approval signature is required.

UCR Summer Sessions and Special Programs, 900 University Ave., Riverside, California 92521 : (951) 827-3044, FAX (951) 827-7370
www.summer.ucr.edu

FORM PROCEDURES:

If you are a UC career staff employee with a non-ending employment date, and you are matriculated for the coming academic year, you are eligible for reduced Summer Sessions fees in accordance with the Regent's Policy. Referendum fees, lab fees and course material fees are not discounted.

Please obtain your departmental supervisor's signature. Once submitted and approved, please proceed to R'Web to register and pay for courses.

*****Please read about the payment policy on our website prior to enrolling in any courses.*****

DEFINITION OF CAREER STAFF MEMBER

A career appointment is an appointment established at a fixed or variable percentage of time at 50% or more of full-time, which is expected to continue for one year or longer. In addition, a limited appointment shall be designated as a career appointment when the incumbent has attained 1,000 hours of qualifying service in any 12 consecutive months without a break in service of at least 10 consecutive days. Qualifying service included all time on pay status hours when computing qualifying service. Such career designation shall be effective the first of the month following attainment of 1,000 hours of qualifying service.

SECTION 1 - PERSONAL INFORMATION:

Please TYPE or PRINT CLEARLY using blue or black ink. Your status will be verified by Summer Sessions and Human Resources.

Last name	First name	Middle Initial	Campus Department	Employee/Student ID #
				( ) -
Address	City	State	Zip	Daytime Phone # ( ) -
E-mail address (please use your official UCR address). Please print clearly				Home Phone #

SECTION 2 - COURSE INFORMATION:

Please list all desired courses. You will enroll through R'Web.

Call#	Session	Department	Course#	Units
Ex:12345	A	SPN	003	4

SECTION 2 - SIGNATURES:

The above named person is a career staff UCR employee appointed at half time or better and has my approval to attend the above named course(s) with class meeting times as indicated

Signature and Name of Department Head/Supervisor

Employee Signature   Date Signed

Department

Processed By   Date Received

Date Signed

Date Processed

OFFICE USE ONLY

5/22/2017