

UUP Program for Tuition Assistance

Procedure for Course Enrollment:

- **Pickup a UUP Waiver Form, from either:**
 - UUP Office, located at 220, Hewitt Union,
 - Extended Learning Office located at 151 Campus Center,
 - Registrar's Office located at 301 Culkin Hall,
 - or email UUP Office at uup@oswego.edu
- Fill out the form and have the course professor initial that they will allow you to take the course which is determined on a "space available" basis.
- Take the completed UUP Waiver Form to the Extended Learning Office; they will hold the form until it is determined that the course meets the enrollment threshold.
- If there is seating available for you the Extended Learning Office will forward the UUP Waiver Form to the Registrar's Office, or you can pick it up from the Extended Learning Office and take it over to the Registrar's Office.
- There will be some fees, which vary depending on the course, the location, and the time of year the course is offered (regular semester vs. summer courses). The fees can include technology fee, health fee, Student Association fee, and campus fee, which you can pay while at the Registrar's Office or the Student Accounts Office will bill you.
- You may enroll in one course per semester and/or one summer session course (3 credit hours).

Contact:

- UUP Oswego Chapter Office: 315.312.3263
- Extended Learning Office: 315.312.2270
- Registrar's Office: 315.312.2136

UUP COURSE REGISTRATION FORM • OSWEGO STATE UNIVERSITY

Please Print or Type:

Semester: _____

SUNY ID #: _____

Sex: _____ Male _____ Female

Campus ID # - Human Resources 410 Culkin Hall & 503 Culkin Hall to get picture ID

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Home Phone #: _____ Work Phone # _____

Predominant Ethnic Background (See codes Below): _____

- 8) White; 7) Non-Resident Alien; 6) Hispanic; 3) Asian (including India) or Pacific Islander;
- 2) Black Non-Hispanic; 1) American Indian or Alaskan Eskimo

I am applying for tuition assistance using the "space available" concept as provided in Article 49 of the UUP / SUNY Agreement. I understand that I can register for only one course per semester or during the summer session, and I must pay **all fees** other than tuition. Students must obtain approval of the instructor **prior** to submitting this request to Extended Learning. Students will be registered in the requested course on a **space available basis** and **after all signatures have been obtained**.

You will be billed for any fees due.

Employing Campus: _____

Instructing Campus: _____

Position: _____

You will be billed for any fees due.

Signature of applicant

Date

COURSE INFORMATION:

CRN #	Course	Sect #	Dept Name	Credit Hrs	Instructor's Approval
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To the REGISTRAR'S OFFICE: The above named individual may register for the indicated course.

Yvonne A. Petrella
Dean, Division of Extended Learning

Date

RETURN THIS FORM TO: Extended Learning Office
Oswego State University
151 Campus Center, Oswego NY 13126
Phone: 315.312.2270 Fax: 315.312.3078