



SECTION 1 - EMPLOYEE INFORMATION REQUIRED*

Form with fields: Last Name, First Name, SF State Email Address, SF State ID, Semester, Year, Classification, Bargaining Unit, College or Department, Dept #, Campus Phone Number, Degree Earned, Institution, Date, Do you have an approved Individual Career Development Plan on file?, CSU Campus to Attend, Yes/No, If yes please indicate major:

SECTION 2 - LIST COURSES FOR WHICH YOU ARE ENROLLING REQUIRED*

Table with columns: Department, Course ID, Schedule No., Course Title, Units, Days, Time, Check One Work Career

SECTION 3 - JUSTIFICATION FOR COURSES REQUIRED*

Text area with checkboxes: WORK-RELATED, CAREER DEVELOPMENT. Includes instruction: Briefly describe how this course work is work-related or part of your Individual Career Development Plan (ICDP)

SECTION 4 - EMPLOYEE AUTHORIZATION AND SIGNATURE REQUIRED*

To the best of my knowledge, the information above is correct. Further, I agree to provide information concerning my studies, activities and grades by authorizing Enrollment Services to release my transcripts to Human Resources, Safety & Risk Management. I am taking this course(s) under the CSU Fee Waiver Program on a voluntary basis and my participation is not mandated by my employer.

Signature of Applicant Date

SECTION 5 - APPROVAL OF SUPERVISOR: REQUIRED*

Form with checkboxes: Release Time, Adjusted Work Schedules (attached HR Form 101). Includes fields: Print Name of Supervisor, Signature of Supervisor, Date

SECTION 6 - APPROVAL OF DEPARTMENT ADMINISTRATOR (MPP Level Required): REQUIRED*

Form with fields: Print Name & Title of Department Administrator/Dean, Signature of Administrator/Dean, Date

SECTION 7 - HUMAN RESOURCES APPROVAL

Form with checkboxes: DM, DN. Includes fields: Registration Date and Time, Total Cost, SL, SS, No. of Units Eligible for, FLSA Status, Status, Time Base, Reviewed By, Date, Comments, Approved by President's Designee, Date

*IF FILING DEAD LINE IS NOT MET OR FORM HAS INCOMPLETE INFORMATION APPLICATION WILL BE DENIED.