51/Reduced Fee Enrollment

I. REFERENCES AND RELATED POLICIES
A. UC PPSM 2 - Definition of Terms
B. UC PPSM 12 - Nondiscrimination in Employment
C. UC PPSM 14 - Affirmative Action
D. UC PPSM 31 - Hours of Work
E. UC PPSM 32 - Overtime (Non-exempt employees only)
F. UC PPSM 50 - Professional Development
G. UC PPSM 51 - Reduced Fee Enrollment

II. PROCEDURES
The employee and supervisor should discuss professional or career development objectives, review available opportunities, and determine applicable benefits. This discussion is particularly important if the employee’s request for professional or career development opportunities is a recurring one.

The supervisor and department head should review the employee’s professional or career development objectives, the costs to be incurred by the department, and the impact of any absence on the department’s workload.

A. UC Reduced Fee Enrollment
1. A regular status employee appointed at 50 percent time or more or an eligible UC retiree who meets the admission requirements of the University is eligible for two-thirds reduction of both the University Registration Fee and the Educational Fee on undergraduate or graduate courses for up to three (3) courses or nine (9) units per quarter, whichever is greater. Some UC degree programs (such as certain graduate programs) are self-supporting and do not offer reduced fee enrollment. The employee must check with the program’s home department to confirm that the discount applies.

2. The employee must satisfy the University of California residency requirement; otherwise, the employee is subject to the full non-resident fee. A waiver of the non-resident fee will not be given.

3. The employee must contact the UCSD Office of Admissions and Registrar to obtain appropriate forms and information regarding registration.

4. A campus-funded employee must submit an application to exercise the reduced fee enrollment option using the online EdBen tool (https://edben.ucsd.edu). The request will be routed to the selected
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approval authorities. Approval by the applicant’s supervisor and department head is required. Requests must be processed according to the timeframe required by the UCSD Office of Admissions and Registrar.

5. UCSD Health System-funded employees must complete the Training Justification and Anticipated Cost form (TJAC) Appendix A, and forward the completed and signed form to the UCSD Health System Human Resources Department according to the timeframe required by the UCSD Office of Admissions and Registrar.

6. Employees may consult the UC Personnel Policies for Staff Members, 51/Reduced Fee Enrollment on UC Office of the President's website at: http://atyourservice.ucop.edu/employees/policies/staff_policies/spp51.html and contact Staff Education and Development or the UCSD Health System Human Resources Department, as appropriate, for eligibility information. As a follow-up, the supervisor is encouraged to discuss with the employee completion of the course(s) and any departmental arrangement supporting the employee's participation in this benefit.

B. Other UCSD Educational Benefits

UCSD Extended Studies and Public Service courses and UCSD Summer Session courses may be taken at a discount. Other educational benefits are available to employees through Staff Education and Development and UCSD Healthcare Education Development and Research.

1. UCSD Extended Studies and Public Service Courses

   a. A career employee who is employed at least 50 percent time is eligible to take courses at a ten (10) percent discount, subject to the maximum discount and minimum course fee as provided by UCSD Extended Studies and Public Service. Additional information is available at http://www.extension.ucsd.edu/

   b. The employee must contact the office of UCSD Extended Studies and Public Service for registration information.

   c. The department may choose to recharge the course fee to a departmental fund. If so, a campus-funded employee must submit an EdBen application online. UCSD Health System-funded employees must complete the TJAC form and forward it to UCSD Health System Human Resources Department for approval.
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2. **UCSD Summer Session Courses**
   UCSD employees may be eligible for a discount on tuition for Summer Session courses. Contact the Summer Session Office at (858) 534-5258, for more information.
   
b. The employee must contact the Summer Session Office for registration information.
   
c. The department may choose to recharge the course fee to a departmental fund. If so, a campus-funded employee must submit an EdBen application online. UCSD Healthcare-funded employees must complete and forward the TJAC form to the UCSD Health System Human Resources Department for approval.

3. **Concurrent Enrollment**
   a. When an employee takes a regular University course under concurrent enrollment, there will be no reduction in fees. Employees should contact Extended Studies and Public Services for additional information.
   
b. The department may choose to recharge an employee’s concurrent enrollment fees to department funds. If so, a campus-funded employee must submit an EdBen application online. UCSD Health System-funded employees must complete a TJAC form and forward it to the UCSD Health System Human Resources Department for approval.

4. **University In-Service Training and Development Courses**
   a. Any employee is eligible to take University in-service courses through campus Staff Education and Development. UCSD Health System employees may take in-service courses through Health System clinical and staff development programs
   
b. An employee may contact campus Staff Education and Development or the UCSD Health System Human Resources Department for information about enrollment procedures.