

College Employee Professional Development

This procedure is for current Grays Harbor College Employees Only. Implementing Administrative Policy 660

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EMPL ID#

The student identification number is used for retrieval of all records in the student management system database (registration, admissions, transcripts, enrollment verification).

Name _____ Home phone _____

Job title _____

Work phone _____

Year: _____ Quarter: Fall Winter Spring Summer

PLEASE NOTE: Completion of the class section below does not automatically register you in the class(es) when received in the campus registration office. Registration will happen by the end of the fifth day of the quarter, depending on class availability.

List class(es) below:

ITEM NUMBER	SECTION	DEPT/DIVISION and COURSE ID	COURSE TITLE	CREDITS

Maximum 2 classes – ten credits

TO BE COMPLETED BY THE EMPLOYEE'S SUPERVISOR AND ENROLLMENT

I verify that _____
Employee's name

- holds the position of _____
Title / classification
- and is a permanent employee, employed one-half time or more.

Supervisor _____
Please print

Title _____

Signature _____ Date _____

Class eligibility verification/Registration Office _____ Date _____
Enrollment Services

GHC Employee Waiver Code 51 Applied _____ Date _____
Enrollment Services