

## Part 9 - Human Resources

### Complementary Non-Credit Registration at MRC POL 940-2.2

Effective: October 20, 1992  
Last Reviewed: June 2005  
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Policy Facilitator: Director, Human Resources

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#### A. POLICY

MRFA and MRSSA members are eligible to enroll free of charge in any non-credit course, excluding private music lessons, aviation and Mount Royal Recreation courses offered by Mount Royal University subject to the approval of the Dean of the Faculty of Continuing Education and Extension or the Director of the Conservatory, or the Director of International Education, as appropriate.

Approval of requests for free/complimentary registration in non-credit courses is contingent upon the overall cost of the course, number of registrants, and factors which determine whether the course will be economically viable.

#### B. ENROLLMENT PROCEDURE

- (1) Employees wishing to enroll free of charge in a non-credit course at Mount Royal University must complete the Complimentary Course Registration Request Form. This form is available from the Department of Human Resources and MUST BE SUBMITTED TO THE FACULTY OF CONTINUING EDUCATION AND EXTENSION PRIOR TO THE COMMENCEMENT OF THE COURSE in which the employee wishes to enroll.
- (2) It is the responsibility of the individual employee who is requesting complimentary registration to FOLLOW UP THE STATUS OF THE COMPLIMENTARY REGISTRATION REQUEST ONE (1) WORKING DAY PRIOR TO THE COMMENCEMENT OF THE COURSE in which they wish to enroll. If the course has been approved for complimentary registration and a seat is available, the employee will be registered in the course.
- (3) The employee must pay for course materials.
- (4) Employees are not permitted to receive complimentary course registration and tuition reimbursement for the same course.