

NC State University Staff Course Registration

Did you know that as a full-time NC State University staff member you can take up to two courses a year for free?

Registering for a course, as a staff member, is a three-step process.

1. The first step is to become eligible to register as a Lifelong Education Student. For more information, visit the Credit Programs & Summer Sessions webpage in regards to eligibility: <http://www.ncsu.edu/cpss/registration/index.html>. Once you have determined your eligibility, complete an online application at <http://www.ncsu.edu/acp/application>.

Staff members interested in applying to a degree program should review the Undergraduate and Graduate Admissions websites for further information and deadlines:

Undergraduate Admissions: <http://admissions.ncsu.edu>
Graduate Admissions: <http://www2.acs.ncsu.edu/grad/prospect.htm>

2. The second step is to determine if you are eligible for the tuition waiver program and apply for a waiver. First, review the policy on faculty/staff tuition waivers: <http://www.ncsu.edu/policies/finance/cashiers/POL07.55.1.php>. If you determine you are eligible for the faculty/staff tuition waiver, complete the Faculty/Staff Tuition Waiver Form available for download at http://www.ncsu.edu/cpss/forms/tuition_waiver.pdf. Forms should be completed and given to your departmental liaison for proper signature and forwarding to the Cashier's Office.
3. The third step is to register for courses. The tuition waiver may be used for both on-campus and distance education courses. Once you have received a confirmation e-mail from Credit Programs & Summer Sessions, which will include your PIN, you will use Pack Tracks to register for courses. Pack Tracks can be accessed from the Registration and Records homepage: <http://www.ncsu.edu/registrar>. For more information on how to use Pack Tracks, view one of Registration and Records many tutorials available at <http://www.ncsu.edu/registrar/publications/tutorials.html>.

Registration for Lifelong Education students begins Friday, November 18th.

If you have any questions or concerns please contact one of the following people:

Credit Programs & Summer Sessions: (919) 515-2265
University Cashier's Office: (919) 515-2986
Registration and Records: (919) 515-2572
Staff Senate Contact: Nicole Harrell (nicole_harrell@ncsu.edu)