

**STATE EMPLOYEE TUITION WAIVER - INTENT TO REGISTER**

**By completing this form, you are notifying St. Petersburg College of your intent to register for courses. New students to SPC will need to complete an SPC application at: <https://my.spcollege.edu>. Complete and submit the waiver and the attached registration form to the registration office on or after the Friday before the start of the term. See the college calendar for dates at: <http://www.spcollege.edu/webcentral/admit/dates.htm>.**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Student ID # \_\_\_\_\_  
 Agency \_\_\_\_\_ Student phone # \_\_\_\_\_  
 Division/Bureau \_\_\_\_\_ Agency phone # \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_  
 State \_\_\_\_\_ Postal Code \_\_\_\_\_  
 E-mail address \_\_\_\_\_ \*Student SS# \_\_\_\_\_

\* The State of Florida Department of Financial Services requires the listing of Social Security numbers to verify eligibility for tuition waiver.

I am requesting a waiver for: Fall Spring Summer Year First date of classes

Course Information					
Preference	Class #	Subject	Catalog #	Title	Credit Hours
Preferred					
Preferred					
Alternate					
Alternate					

I, the undersigned, acknowledge the following:

- My waiver of tuition and fees will apply to no more than six credit hours per term.
- I must register for classes during the State Employee registration period prescribed by St. Petersburg College.
- All other charges/fees are my responsibility (e.g., lab fees, online lab fees, etc.)
- My ability to secure the courses I request depends on space availability.

\_\_\_\_\_  
 Signature Date

**Agency Authorization**

I authorize the above-named employee to participate in the Tuition Waiver Program. I also certify that the above-named employee holds an established authorized position with a full-time equivalency (FTE).

Supervisor's name (print or type) \_\_\_\_\_

\_\_\_\_\_  
 Supervisor's signature Title Date

Agency head or designee (print or type) \_\_\_\_\_

\_\_\_\_\_  
 Agency head or designee's signature Title

Phone number \_\_\_\_\_ Date \_\_\_\_\_

**ST. PETERSBURG COLLEGE  
REGISTRATION AND DROP/ADD**

STUDENT NUMBER	NAME: LAST				FIRST	ACADEMIC YEAR	TERM (SELECT)	FALL	SPRING	SUMMER					
ADDRESS PLEASE CHECK IF NEW <input type="checkbox"/>					CITY	STATE	ZIP								
PHONE NUMBER					PROGRAM CHOICE	CAMPUS/SITE (SELECT)	AC	CL	DT	EP	HEC	MT	SPG	SE	TS
E-MAIL ADDRESS															
Class Number	A-ADD D-DROP X-AUDIT P/F-PASS FAIL GRD-GRADED	Subject	Catalog Number	Advisor initials	Course Title	Credit Hours	Meeting Time	Days: M, TU, W, TH, F, S, N	Beginning Date	Bldg/ Room	Campus				
					Alternate Choices										

Student's signature: \_\_\_\_\_

Data input: \_\_\_\_\_

Date: \_\_\_\_\_

**ACADEMIC HONESTY GUIDELINES (Per BOT Rule 6Hx-23.4.461):**

I understand that SPC expects its students to be honest in all of their academic work. I agree to adhere to this commitment to academic honesty and understand that my failure to comply with this commitment may result in disciplinary action, up to and including expulsion from the college.

**GRADUATION INFORMATION:**

If you are applying for any degree or certificate, you must apply by the published deadlines. There are graduation ceremonies in May, July and December. **Remember, your graduation will be effective the term in which requirements are completed. Check with an advisor to see if you qualify to graduate.** To meet graduation requirements for the AA degree you must take and pass the CLAST examination (or apply and be granted an exemption). If you took the CLAST at another institution, you must request your scores be sent to St. Petersburg College.

**AUTHORIZATION TO USE PHOTOGRAPHY, VIDEOTAPE, DIGITAL OR OTHER MEDIUMS:**

I authorize the publication of any photographs, videotape, digital or other mediums taken of me during a college-sponsored activity/event for any college purpose. I understand that students objecting to this must register a written objection with the associate provost or provost of their home campus or site administrator at the campus where they are enrolled for college course work within 30 days of registration.