



Lamar Institute of Technology Faculty/Staff Course Enrollment Application Form

Application deadline:

First official class day of the semester/term. This Application is not valid until all administrative signatures have been obtained.

NOTE: A separate form MUST be completed and submitted for EACH semester.

Section I: Employee Information

Employee Name (Last, First, Middle)	Contact Phone Number	Cell Phone Number	Banner ID No.
Job Title	Department Name	Email Address	

Section II: Course Information

Course Name & Number	Course Description	Semester Credit Hours
Semester/Term & Year	Class Meeting Days and Time	

Campus Location of Course:

Lamar University
 Lamar Institute of Technology
 Lamar State College Orange
 Lamar State College Port Arthur
 Other (specify college/university offering course) _____
 This college/university is accredited by a regional accrediting agency approved by the U.S. Department of Education:
 Yes No

This Course is required for my Undergraduate Degree: Yes No

This Course is Job Related: Yes No _____
Employee Signature Date

If this Course is job related you must explain how it is related to your current job duties: _____

Section III: Absence from Workstation Requested

Absence Requested:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Employee Signature	Date
Absence Approved:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Account Manager	Date
	<input type="checkbox"/> Yes <input type="checkbox"/> No	Dean/Director <i>(Divisional VP signs if employee is Dean/Director)</i>	Date

Section IV: Payment Requested

Payment Requested:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Employee Signature	Date
Payment Approved:		Account Manager's Signature	Date
		Dean/Director's Signature <i>(Divisional VP signs if employee is Dean/Director)</i>	Date

FOR HUMAN RESOURCES & STUDENT FINANCIAL AID/ACCOUNTANT USE ONLY

Employee's FTE	Date Employed	Verified by Human Resources	Date
	\$ Amount Applied to Student Account	Applied by Financial Aid or Accountant	Date