

2016 SUMMER ENROLLMENT FORM FOR ACADEMIC PROGRAMS

Return completed form to Office of the Dean of Faculty (McCabe Hall) on or before **May 1**.

~~By signing this form, the undersigned confirms that the information reported on this form is true and accurate.~~

I. STUDENT INFORMATION

Student Name (First - Last):

COE ID#:

Expected Year of Graduation:

NON-COE STUDENT CHECK HERE

II. REGISTRATION

All students participating in Summer Term must complete and return this form with the required signatures **prior** to beginning a summer program.

I am enrolling in the following: (Check all that apply. Signature of faculty instructor required).

I am participating in an academic program for no credit. (**continue to Section III**)

PRC-800: Non Credit Summer Research Practicum Credit (Refer to the *Catalog* for practicum requirements.)

Faculty Instructor Signature: _____

_____ **-805: Credit** for Summer Research Practicum Credit (Refer to the *Catalog* for practicum requirements.)

Faculty Instructor Signature: _____

INT-800: Non-Credit Internship (See *Catalog* for fees.) Practicum Credit (Refer to the *Catalog* for practicum requirements.)

Faculty Instructor Signature: _____

_____ **-895 Credit** Internship Practicum Credit (Refer to the *Catalog* for practicum requirements.)

Faculty Instructor Signature: _____

Catalog Course (includes independent study): Writing Emphasis Practicum Credit (Refer to the *Catalog* for requirements.)

_____ - _____ : _____ [_____ c.c.]
COURSE PREFIX & # COURSE TITLE

Faculty Instructor Signature: _____

Registrar's Signature (required to authorize registration):

Date:

III. HOUSING

I am **NOT** requesting campus housing (e.g., workstudy, . (**continue to Section IV**))

I am requesting campus housing and have submitted a **summer housing preference form** -- available from Moodle / Residence Life). If I choose to live in campus housing, I will be responsible for room charges, unless I am approved to receive a housing waiver through one of the funding sources listed below.

Residence Life stamp confirms receipt of summer housing form → [RES LIFE STAMP HERE]

I am approved to receive a **housing waiver** from the following funding source:

Internal grant (identify):

External grant funds (identify):

Departmental funds (identify):

Other (identify):

The # of the account(s) from which I will receive wages is: _____

IV. TUITION

Summer Tuition Policy: ACM tuition remission – not offered; NTE – counts as 1 full term of eligibility; Coe – counts as a partial term.

I am enrolling in a summer program with assigned fees and am **NOT** receiving a tuition waiver. I understand I will be responsible for any fees associated with my summer enrollment. (See *Catalog* for fees.) (**continue to Section V**)

I am enrolling in a summer program which is tuition free. Identify the source of the tuition waiver in the table that follows.

My **tuition waiver** will be funded from the following source.

Internal grant (identify):

External grant funds (identify):

Departmental funds (identify):

Other (identify):

The # of the account(s) from which I will receive wages is: _____

V. STUDENT PAYROLL * (SEE P. 2 FOR MORE INFORMATION)

I am **NOT** receiving payment from Coe. (Continue to signature line and submit to Dean of the Faculty Office, McCabe Hall)

I am receiving payment during Summer 2016. (Signature and **completion of page 2 required** before submitting form.)

~ Student Signature (required):

Date:

Completed application received by:

cc: Office of the Registrar, Residence Life, Business Office

Marie Baehr, Dean of Faculty

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VI. SUMMER PAYMENT

(SEE **SUMMER PAYMENT OPTIONS** AT BOTTOM OF PAGE FOR MORE INFORMATION)

!!Students who have **NOT** previously worked for Coe are required to complete **Payroll/I-9** forms (available from Payroll Office or my.coe.edu)!!

- I. I am receiving a \$ _____ stipend **AND** my position is FLSA exempt* **as determined by my faculty supervisor whose signature follows.**
Faculty Instructor Signature: _____
- II. I am being paid **an hourly wage**** (if more than minimum wage, indicate amount: \$ _____) from Coe and will submit a timesheet on June 30 and July 30 for payment on the 10th of the following month. My estimated total paid earnings will be \$ _____.

My summer **wages** will be funded from the following source. (*Check all that apply*):

<input type="checkbox"/> Internal grant (<i>identify</i>):	<input type="checkbox"/> External grant funds (<i>identify</i>):
<input type="checkbox"/> Departmental funds (<i>identify</i>):	<input type="checkbox"/> Other (<i>identify</i>):

The # of the account(s) from which I will receive **wages** is: _____

SUMMER PAYMENT OPTIONS

All summer students receiving payment from Coe must complete a **Federal W-4, Iowa W-4** and **I-9 Employment Verification** form (including required documentation), **and** either the **Direct Deposit Form or Payroll Deduction** form. **All forms must be complete and turned into the Business Office within the first three days of employment. Pay cannot be issued if these forms are not on file.**

Summer research positions offered at Coe will be placed into one of the categories below. Faculty will indicate the position type based upon the following descriptions.

Please discuss any questions with the Dean of Faculty or Human Resources.

I. Salary/Exempt Research

- Students must earn \$455/week during which students will work
- The research position must meet the following FLSA exempt status definition for Learned Professional*

***Learned Professional Exemption (Department of Labor Definition)**

To qualify for the Learned Professional employee exemption, all of the following tests must be met:

- The employee must be compensated on a salary or fee basis (as defined in the regulations) at a rate not less than \$455 per week;
- The employee's primary duty must be the performance of work requiring advanced knowledge, defined as work which is predominantly intellectual in character and which includes work requiring the consistent exercise of discretion and judgment;
- The advanced knowledge must be in a field of science or learning; and
- The advanced knowledge must be customarily acquired by a prolonged course of specialized intellectual instruction.
- The supervising faculty member will sign the summer enrollment form (Section VI) confirming exempt classification

II. Hourly/Non-Exempt Research

**** Paid work hours**

- Hourly wages must equal \$7.75 or above and overtime provisions apply
- A monthly time sheet* (found on my.coe.edu) will be required to record all *paid* work hours**
- If research is not performed under supervision, faculty may require project/outcome prior to signing monthly time records.
- Paid wages must not exceed the budgeted stipend or funds

A. without Course Credit or Practicum Credit

- PAID WORK HOURS** criteria apply

B. with Course Credit and/or Practicum Credit

- PAID WORK HOURS** criteria apply
- Any position funds will be divided by \$7.75, which will determine paid work hours, and the remaining hours will be applied to course credit or practicum
- For course credit, at least 180 hours of work are required (there is no maximum number of hours that can be assigned for credit and no hourly wage is required).
- For practicum credit, at least 160 hours are required for credit (no hourly wage is required)
- Faculty may choose to divide the paid hours in half and sign the final timesheet when the project/outcome is complete.

Updated 3/4/2016