Benefits-Eligible Employees/Visiting Faculty/Staff Students
Benefits-eligible employees of Rice University may take one course per semester, either for credit or audit. Details: https://registrar.rice.edu/facstaff/registration_facstaff/

1. Employees will need to submit the following documents to Office of the Registrar, by the registration deadline. The deadline is on Academic Calendars: https://registrar.rice.edu/calendars. It is Friday, January 11th in Spring 2019.

   - Tuition Waiver (Please obtain instructor and supervisor signatures before submitting this to OTR)
     https://registrar.rice.edu/sites/g/files/bxs751/f/Rice%20Employee%20Tuition%20Waiver%20and%20Registration.pdf
     You can attach an electronic copy (PDF) of the Tuition Waiver to the Visiting Student Application Form, email the PDF to registrar@rice.edu, or drop off a hard copy at Office of the Registrar.

   - Visiting Student Application Form
     https://riceuniversity.co1.qualtrics.com/jfe/form/SV_1TSPXGlblWgyVb7?Q_JFE=qdg

2. OTR will review the Waiver and Visiting Student Application Form. If there's no discrepancy, OTR will process them and register employees as visiting students and complete course registrations. Employees will receive confirmation emails from Program Coordinator.

Note: If employees wish to make any changes with their registrations, they must follow deadlines on Academic Calendars: https://registrar.rice.edu/calendars/spring19/