

**Delta College
Academic Adjunct Faculty
Application for Delta College Coursework**

Guidelines

- Only one request per person per semester will be processed.
- Must be admitted to the college prior to registration. First time students must go to the Admissions Office and pay the admissions fee.
- Applicant must have taught a minimum of one semester within the past two years prior to applying.
- All ED classes are exempt from the one-semester waiting period.
- Delta College will pay the tuition to a maximum total of \$300 per semester for approved Academic courses. Alternatively, Delta College will pay the course fee to a maximum of \$300 per semester for approved Workforce Development Courses.
- The person attending the class is required to submit payment for all applicable class fees for academic courses prior to the deadline indicated in the course schedule. The individual will not be notified by the Finance Office that payment is due. If payment is not received by deadline, the individual will be dropped from the class. Payment may be made by check (attach and send to Finance Office) or credit card.
- Funds are limited and will be used on a first come basis.
- Consideration will be given to individuals who have not taken a course during the current fiscal year.
- Please note: Professional development funds to attend conferences or workshops, maintain professional memberships and journal subscriptions or to complete non-Delta College courses related to your Delta College teaching assignment are also available. Contact the Faculty Center for Teaching Excellence for an application.

Last Name: _____ First Name: _____ Middle Initial: _____

Employee # _____

Address _____ City _____ State _____ Zip _____

Course: _____ Course # & Section _____ Semester _____

Name of course: _____ Course # & Section _____ Semester _____

Course(s) I am teaching _____

Division _____ Discipline _____ Semesters taught at Delta College _____

Adjunct Faculty _____

Signature

Date _____

Course Approval _____

Division Chair Signature

Date _____

Budget Approval _____

Director of ISS Signature

Date _____

Procedure

Entire form must be completed before registering. Do not distribute copies.

1. Complete top section.
2. Read guidelines.
3. Sign on faculty line.
4. Acquire Division Chair's approval for the course you are requesting.
5. Acquire ISS Director's budget approval.
6. Present form to Records & Registration to register for course.
7. Take class schedule to Business and Finance Services for payment waiver.

Finance Office Use Only

Cost Center 01-1125-2610

AAFPD

Semester _____

Credits _____

Total\$ _____

(not to exceed \$300)

Voucher# _____