

# COUNTY OF ERIE

## VERIFICATION OF EMPLOYMENT AND APPROVAL FOR TAKING UNDERGRADUATE COURSES AT MERCYHURST COLLEGE MAIN CAMPUS

The following individual is certified as a full time employee, as of date signed, of the County of Erie and is approved to take the listed courses:

Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Employed in Erie County Department: \_\_\_\_\_

Approved Course(s):

Course #	Section	Course Title
_____	_____	_____
_____	_____	_____
_____	_____	_____

Term: \_\_\_\_\_

County Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
Director of Personnel

Mercyhurst College Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
Donelle Davey  
Assistant Director/Adult Education Department

**ERIE COUNTY TRAINING GRANT**  
**Guidelines for Erie County Employees Enrolling in Undergraduate Courses**  
**At Mercyhurst College Main Campus**

To qualify for the Erie County Training Grant at Mercyhurst College, follow these procedures:

- Erie County Director of Personnel, must approve that you are a full-time County of Erie employee who may register for class. Complete the enclosed “Verification of Employment” form and have him sign it.
- Make an appointment to meet with **Sarah Murphy, (824-2297)** Admissions Data Coordinator of Adult Education at Mercyhurst College to discuss program admissions and registration procedures. The grant covers only undergraduate courses and those taught only on the Main Campus.
- Every time you register for class, you must complete a “Verification of Employment” form. You must also write “Erie County Employee” across your registration form and give it to **Donelle Davey**, Associate Director in the Adult Education Department, who will sign verification forms and send them to **Randall Pristello (824-2099)** at the Student Financial Services Department.
- **Donelle Davey** will register you to “audit” the courses per the agreement between Mercyhurst College and the County of Erie. Under that agreement you will **NOT** be charged the audit tuition or any other fees. You do NOT receive a grade for a course that is audited. An “AU” will appear on your transcript showing that you audited the course. (Audits means that you attended classes but do not need to complete the assignments or take the tests.)
- If your intent is to take one or two courses for professional development, or to upgrade your skills in a particular subject, then you will want to audit a course.

**If your intention is to complete a program of courses and earn a certificate or a degree, then you must convert the audit to a grade and purchase the credits for the course after it is completed. If this is the case, then you MUST follow this additional procedure:**

- Tell your professor the first day of class that even though you are listed on the roster as an “audit” student, you have been approved to do all the work and take all of the tests because you will be buying the credits at the end of the term. Ask the professor to record all your grades and send the Registrar your final grade on the grade report.
- Attend all the classes and complete all the work/tests just like a regular paying student.

- At the end of the term, complete the “Petition for Changing Audited Courses to College Credit” form and have it signed by **Donelle Davey**.
- Take the form to the Registrar’s Office where the office manager will record your grade.
- Then take the form to student accounts and pay the challenge fee, which is \$420 for **2009-2010**. Note that this is a scholarship of nearly \$1236 per course not including the savings of \$40 per term in fees!
- Finally, take the form to the Dean’s Office and leave it with the secretary there for the Dean to sign and approve the change.
- The Dean will give it to the Registrar who will then change your “AU” to a grade and send you a copy of your transcript showing the change.
- You cannot complete a degree at Mercyhurst unless you have an acceptable recorded grade for each course you take.