

EDUCATIONAL BENEFITS PROCESS

Admission, Registration and Benefit Application Steps:

Any employee, spouse, or dependent child with an intention to seek an undergraduate or graduate degree must start the admission process at least 45 days in advance of the start of a semester, no later than July 1 for the fall semester or December 1 for the spring semester. This is normally a one-time process. Thereafter, the employee, spouse or dependent child may skip this step and register for classes during the designated registration period via the Registrar's Office.

Graduate School Admission

- Follow instructions on the Graduate School website > [How to Apply](#)
- **Important Note:** If an employee or family member are interested in enrolling in graduate coursework as a non-degree seeking student, meaning not interested in pursuing a certificate or master level program, then visit the [non-degree webpage](#) for application guidelines. The employee or family member will need to complete the [non-degree application/registration form](#).

Undergraduate Admission

- Follow instructions on the Hood website > Admission & Aid > [Apply Now](#)
- **Important Note:** The Dual Enrollment Program has its own admission process and must be started at least 45 days in advance of the start of a semester.

Register for Classes

Once the admission process is complete, the employee, spouse or dependent child may register for classes during the designated registration period.

Application for Educational Benefits

To receive educational benefits, the [application for educational benefits](#) must be submitted each semester/session for which the benefit is requested for an eligible employee, spouse or dependent. This application should be submitted simultaneously or after the employee or family member has registered for classes. Failure to complete and return this form to HR at least one week before the start of each semester/session may result in the enrolled not receiving the benefit for the semester.

This provision does not alter the At-Will Employment agreement between the employee and Hood College as referenced in [Section 101.1](#) of this manual.

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