

UC Online Education (UCOE) makes online courses available to students outside the University of California. Each course is designed and developed by UC faculty with the goal of providing quality education the world has come to know and expect from our University. Visit UCOE ([www.uonline.edu](http://www.uonline.edu)) to learn more about our program and available courses. If you see a course for which you or a dependent would like to register, please follow the instructions below.

**Course Registration Instructions & Required Information**

**Represented employees should verify eligibility with their representatives prior to attempting to register for these courses.**

1. Employee and/or dependent visits [www.uonline.edu](http://www.uonline.edu) to review and select from available online courses.
2. Employee downloads this form from [www.uonline.edu](http://www.uonline.edu), completes, signs, scans and saves it.
3. Employee visits At Your Service - <https://atyourserviceonline.ucop.edu/ayso/login.do> - in order to acquire an employee verification form and save it as a .pdf.
4. Both completed forms should be emailed to [uonline@ucop.edu](mailto:uonline@ucop.edu).
5. UCOE will verify the employee's eligibility and as needed ask employee to verify the tax deductible status of the dependent.
6. Once verified, UCOE will contact the employee (copy to dependent if applicable) with instructions on how to register and activate the employee discount for the selected course(s).
7. All employees must register and pay for each course whether for themselves or for their dependents.
8. Questions should be directed to [uonline@ucop.edu](mailto:uonline@ucop.edu).
9. Submission of completed forms needs to be made 2 business days prior to the close of course registration.

**Please check all boxes that apply and provide the requested information in the space provided.**

**Course Registrant (Check):**

Employee

Employee Dependent

**Employee Information:**

Employee ID #	
Name	
Work Phone	
Email Address	
Mailing Address	
Department	

**Place of work (Check or Specify Other):**

Berkeley	<input type="checkbox"/>
Davis	<input type="checkbox"/>
Irvine	<input type="checkbox"/>
Los Angeles	<input type="checkbox"/>
Merced	<input type="checkbox"/>
Riverside	<input type="checkbox"/>
San Diego	<input type="checkbox"/>
San Francisco	<input type="checkbox"/>
Santa Barbara	<input type="checkbox"/>
Santa Cruz	<input type="checkbox"/>
Lawrence Berkeley	<input type="checkbox"/>
Lawrence Livermore	<input type="checkbox"/>
Los Alamos	<input type="checkbox"/>
UCOP	<input type="checkbox"/>
Other, please specify	<input type="text"/>

**Registrant Information (if different from employee):**

Name	
Email Address	
Phone	

**I request to register for the course(s) listed below.**

Course Number	Course Name
ex: ArtW23	American Cybercultures

**Employee Certification**

**I UNDERSTAND THAT THIS REGISTRATION UNDER THE UCOE EMPLOYEE COURSE TUITION DISCOUNT PROGRAM IS VALID UNDER THE FOLLOWING CONDITIONS:**

1. Currently, I am an employee of the University of California.
2. I certify the above registrant, if it is not me, is my tax dependent. And, that I will supply proof of tax dependency upon request.
3. The above registrant is not a matriculated student at the University of California.
4. Registration for the courses listed above does not constitute admission to the University of California.
5. Course registrants may not be eligible for some campus services, such as those provided by the Student Health Center, Recreational Services, or Counseling Center.
6. I will pay by credit card the reduced tuition cost plus any supplemental fees associated with each registered course as required by and outlined in the course listing on [www.uonline.edu](http://www.uonline.edu).
7. The discount I receive applies to course tuition only. All other fees associated with any course are not discounted.
8. My registration for any of the courses offered by UC Online Education are subject UCOE policies and procedures listed on [uonline.edu](http://uonline.edu).

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Please scan and email your completed form to: [uonline@ucop.edu](mailto:uonline@ucop.edu).**