

REGISTERING FOR OSHER CLASSES BY EMERITI
August 2022

Emeriti who take Osher classes do not pay for those classes. However, they must follow certain steps to avoid getting billed by Income Accounting.

Before registering for Osher classes

- Print out the Application for Reduced Tuition (Tuition Reduction Form) listed in the benefits section of the EmeritiClub website:
www.hr.utah.edu/forms/lib/TuitionRedForm.pdf
- You must submit the tuition benefit form each term you register.
- On the form you are asked to check the “semester” in which you plan to take Osher classes. Both Osher and the U each have a fall term. However, Osher has both a winter and spring term. Thus, if you register for an Osher class either in winter or in fall, you need to check only the spring semester on the HR form.
- Return the form to the Human Resources Office, 250 E 200 S #125, SLC, UT 84111 (801-581-7447) via mail or email (askHR@utah.edu).
- Call HR within a week or so to make sure the form was processed.

Registering for Osher classes

Now that your Tuition Reduction Form has been processed, you can register for courses either by calling the Registration Office in Continuing Education or online on the Osher website.

- Contact Continuing at 801-581-6461
 - Make sure you tell the clerk that you have emerita/us status and already submitted the Tuition Reduction Form to HR
 - Be ready to give the clerk the course number(s)
 - You should receive a confirmation within a short period of time
- Registering online on the Osher website
 - Go to the “Current Classes” webpage at <https://continue.utah.edu/osher/classes> and select the class you want to take and add it to your “cart.”
 - Now click on “check out and pay” to go to the next webpage which is the one that could lead to potential tuition problems if not all required boxes are checked.
 - To avoid difficulties, be sure to check the following below the “Date of Birth” information:
 - Check the box if you have taken courses, worked, or had any affiliation with the U of U in the past.
 - **Next check the box that qualifies you for the U of U retired Emeritus faculty discount.** If you don’t check this box, the Registration Office will not know that you have emeritus/a status. Moreover, if you check this box and have

not submitted the tuition reduction form to HR, you will most likely get sent to income accounting with a balance owed.