Part Time Study (formerly Extramural Study) FAQ

Quick Facts:

- **Eligibility**: Upon being hired into a benefits-eligible position
- **Credit Limit**: Up to 4 credits each semester
- **Class Subject**: Does not have to be job-related
- **Supervisory involvement**: supervisor’s approval is required
- **Pay**: class time is considered time worked

Frequently Asked Questions:

**How soon after being hired can I take a class?** You can enroll in a class at Cornell as soon as you’re hired into a benefits-eligible position, as long as your official hire date is on or before the first day of classes.

**Is there a deadline to apply?** You will be charged a late fee if you enroll more than two weeks after the start of classes. The late fee is not covered under this benefit.

**What if a class requires a lab and is over 4 credits?** Many language, chemistry, physics and biology classes have a lab requirement. Benefits Services can approve up to six credits if necessary.

**Will credits I earn be acceptable by a degree program at Cornell?** That’s a decision for the college to which you apply.

**How do I enroll for a class?** Enrollment is done by paper through the [School of Continuing Education and Summer Sessions](https://www.continuingeducation.cornell.edu). You must have the signatures of both your supervisor and the instructor (for fall and spring semesters). Contact Continuing Education at (607) 255-4987 about registration information during summer and winter sessions.
Can I use the Part Time (formerly Extramural) and Tuition Aid benefits together? Yes, but you cannot receive reimbursement for more than 4 credits per semester.

Can I get a degree by taking Part Time (formerly extramural) classes? No. The School of Continuing Education is not a degree-granting college.

Do audited courses count toward the four credits? Yes.