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# FACILITIES MANAGEMENT

AT COLORADO STATE UNIVERSITY

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COMMUNICATION

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Greetings FM Team,

The Spring 2021 semester begins in one week on January 19. Have you considered using your Employee Study Privilege to take a class? The Diversity Team in collaboration with Mike Broadbent, FM's Training and Development Coordinator, have been working on making it easier for FM employees to understand how to use their Employee Study Privilege (ESP). It is a benefit for all employees who work half-time or full-time hours. You can take one or more CSU classes and tuition is paid for by the university. Credits are prorated based on your appointment percentage.

- Full-time (100%) – can take up to 9 credits/year
- Part-time (75%-99%) – can take up to 7 credits/year
- Part-time (50%-74%) – can take up to 5 credits/year

Some employees have asked, do you have to be a part of a degree program, to sign up for a class? No. You can take a class just for personal or professional development. You do not need to make a long-term commitment to a degree program or go through the process of applying to college. Also, your classes do not have to be connected to your work.

For those thinking about pursuing a certificate or degree, the FM Diversity Team tracked down a few resources to help navigate that too, such as: How do you find an advisor? To learn more, check out the [FAQ guide](#) they developed and the [15-minute recorded session](#) on things to know. You can also contact the Diversity Team ([fac\\_diversity\\_team@mail.colostate.edu](mailto:fac_diversity_team@mail.colostate.edu)) with follow up questions, and they will do their best to support you through the process of how to start.

If you are interested in taking advantage of this benefit, where do you start? It is simple to sign up for a class. There is a two-page [form](#) to fill out. Your supervisor needs to pre-approve the courses you want to enroll in before the ESP form can be processed. If the class falls within your normal work hours, it requires supervisor approval and is based on the business needs of your FM section.

I encourage you to take advantage of this benefit; lifelong learning is a key contributor to lifelong career success. To look for types of classes offered, look through the CSU general catalog: <https://catalog.colostate.edu/general-catalog/>. To see specific class offerings for this spring semester, go to the [online class schedule](#). To revisit CSU's phased approach to the spring semester, go to President McConnell's explanation [here](#).

A special thanks to Laura Feger from the Registrar's Office for meeting with FM to answer many of our questions about this benefit.

Sincerely,



Tom Satterly, P.E.  
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