

Course Registration Form

Email completed form to: Managementinstitute@cityu.edu
800.338.3290

THE FOLLOWING INFORMATION IS REQUIRED TO CREATE A STUDENT RECORD AT CITY UNIVERSITY OF SEATTLE

NAME _____			DAYTIME PHONE _____		
LAST	FIRST	MIDDLE			
ADDRESS _____			EVENING PHONE _____		
CITY _____		STATE _____	ZIP _____		
E-MAIL _____ @ _____		DATE OF BIRTH _____		MM	DD
		YYYY			
IS THIS YOUR FIRST COURSE WITH CITYU? <input type="checkbox"/> YES <input type="checkbox"/> NO					
IF NO, PLEASE PROVIDE YOUR STUDENT ID NUMBER: _____					
<i>If this is your first course with City University of Seattle, a Student ID Number will be provided to you upon receipt of your registration. Your Student ID Number will be used to access university records and services.</i>					
ETHNIC ORIGINS (optional – used for Department of Education data collection purposes only):					
<input type="checkbox"/> American Indian/Alaska Native		<input type="checkbox"/> Asian		<input type="checkbox"/> Black/African American	
<input type="checkbox"/> Hispanic/Latino		<input type="checkbox"/> Native Hawaiian/Pacific Islander		<input type="checkbox"/> White	

REGISTRATION AND PAYMENT POLICIES

Admission:

Formal admission to CityU is not required for students who are registering for Non-Credit or Continuing Education courses. However, students are required to provide the same personal information in order to create a formal student record (name and date of birth). Students who are interested in pursuing a CityU degree or certificate program must be formally admitted to the university and must remit the nonrefundable application fee. Please refer to CityU’s current catalog for further information.

Registration:

COURSE	CEUs	COURSE TITLE	TUITION	TOTAL
HELP Year I HR 9000	8	Fundamentals of Human Resources in Education Leadership	\$50	
HELP Year II HR 9001	8	Legal and Ethical Considerations for Human Resources in Education Leadership	\$50	
HELP Year III HR 9002	8	Human Resources in Education Leadership Supervisory Roles and Responsibilities	\$50	
Total Payment Due			\$	

Tuition, Payment, and Refund Policy:

Tuition is due in full prior to the first scheduled day of the course. There are no refunds issued after the first day of class.

Acknowledgement:

By signing I acknowledge I have read, understand and will abide by the policies described on this Course Registration Form.

Signature

Date