



# THE CATHOLIC UNIVERSITY OF AMERICA

Metropolitan School of Professional Studies

Pangborn 334  
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Washington, DC 20064-0001  
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## NON-CREDIT APPLICATION / REGISTRATION FORM

### Non-Credit Programs Spring 2015

If you have registered for noncredit courses using this form in the past year, you only need to complete "Student Information" and "Contact Numbers" below, along with the entire final page.

#### STUDENT INFORMATION:

Mr.       Mrs.       Ms.

\_\_\_\_\_  
*Last Name                      First Name                      Middle Initial                      Other Name (If Applicable)*

\_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
*City    State    Zip*

\_\_\_\_\_  
*Social Security Number                      Date of Birth                      Birthplace (City, State)*

#### CONTACT NUMBERS:

|       |         |         |
|-------|---------|---------|
| Home: | Office: | Mobile: |
| Fax:  | Email:  |         |

#### CITIZENSHIP:

|                        |                                 |  |
|------------------------|---------------------------------|--|
| Country of Citizenship | Type of Visa<br>(if applicable) | Alien Registration Number<br>(Permanent Residents) |
|------------------------|---------------------------------|--|

#### DESIRED AREA OF STUDY:

SHRM Learning System Course (SHRM-CP/SCP)       Human Resources Management Certificate

#### EDUCATION:

Term in which you intend to start (mark box & insert appropriate year):

Fall \_\_\_\_\_       Spring \_\_\_\_\_       Summer \_\_\_\_\_

#### How did you hear about Metropolitan School of Professional Studies? (Please check all that apply)

|  |  |  |  |
|--|--|--|--|
| <input type="checkbox"/> Friend/Relative     | <input type="checkbox"/> College/Career Fair | <input type="checkbox"/> CUA Website     | <input type="checkbox"/> SHRM Website            |
| <input type="checkbox"/> CUA/Metro Student   | <input type="checkbox"/> Employer            | <input type="checkbox"/> Internet Search | <input type="checkbox"/> Other – Please specify: |
| <input type="checkbox"/> W. Post's "Express" | <input type="checkbox"/> Newspaper -Other    | <input type="checkbox"/> SHRM Chapter    | _____  |



**EMERGENCY CONTACT:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**REGISTRATION**

Please indicate for which course(s) you would like to be registered. (If you register for SHRM courses, your basic "directory" information will be provided to the sponsoring organizations to facilitate the registration and testing process.) By submitting this form, you are incurring a financial obligation for which payment is due upon registration. By registering, you are responsible for the following information:

- Payment/Billing: <http://enrollmentservices.cua.edu/Student-Financial-Information/BillingAndPayment.cfm>
- Accessing E-Mail / Registration (Cardinal Station): <http://computing.cua.edu/start/activateAccount.cfm>
- Academic Policies: <http://policies.cua.edu/>

**Certificate in Human Resource Management:**

- \_\_\_\_\_ MPD 338 – Human Resource Management (#1237, Wed., 5:30 – 9:45 p.m., Mar. 4 - Apr. 22. No class: 3/11.) Cost: \$835. (Students may substitute MPD 353 – below – for MPD 338, if desired.)
- \_\_\_\_\_ MPD 364 – Human Resource Development & Training (#1235, Tue., 6:10 – 8:40 p.m., Jan. 13 – Apr. 28. No class: 2/24 & 3/10.) Cost: \$835.
- \_\_\_\_\_ MPD 365 – Ley Legal Issues in HRM (#1236, Mon., 6:10 – 8:40 p.m., Jan. 12 - Apr. 27, plus Tue., Feb. 24. No class: 1/19, 3/9 & 4/6.) Cost: \$835.

**SHRM® Courses:**

- \_\_\_\_\_ MPD 353 – SHRM Learning System® - Washington, D.C. (#4733 – Sec. 01, Wednesdays, 5:50 – 9:30 p.m., Mar. 4 – Apr. 29 [no class 3/11], plus two Fridays, 5:50 – 9:30 p.m., Mar. 27 & Apr. 17.)
- Meets on-campus at The Catholic University of America, Washington, D.C. (Adjacent to Brookland-CUA Metrorail Station / Red Line).
  - Cost: \$1,095. (SHRM Member? Provide # below & save \$100.)
- \_\_\_\_\_ MPD 353 – SHRM Learning System® - Montgomery County, MD (#1280 – Sec. 06, Saturdays, 8:30 a.m. – 5:00 p.m., Five Saturdays: Mar. 7, Mar. 21, Mar. 28, Apr. 11, Apr. 25, 2015.)
- Meets at the Hilton Washington, DC / Rockville Hotel and Executive Meeting Center, Rockville, MD (Adjacent to the Twinbrook Metrorail Station / Red Line).
  - Cost: \$1,095. (SHRM Member? Provide # below & save \$100.)

\_\_\_\_\_ I am a member of SHRM or a SHRM Chapter. My membership ID# is: \_\_\_\_\_  
(SHRM members are eligible for SHRM® Learning System tuition of \$995 -- a \$100 savings.)

## OFFICE USE:

WED. / FRI.: SHRM: #4734 (\$995/Sec. 02) • Instr.: #4735 (\$695/Sec. 03) • Mat'ls: #4736 (\$495/Sec. 04)  
SATURDAY: SHRM: #1281 (\$995/Sec. 07) • Instr.: #1282 (\$695/Sec. 08) • Mat'ls: #1283 (\$495/Sec. 09)  
SCHOLARSHIP: WED. / FRI.: #4737 (Sec. 05) • SAT.: #1284 (Sec. 10)

**I hereby certify that I have personally completed this form and that the information is complete and accurate. I also understand that, by registering for the courses indicated above, I will incur a financial obligation at The Catholic University of America, and that I am responsible for the information presented on the Web sites referenced above. I also acknowledge that I will NOT automatically be withdrawn from a course for nonpayment.**

\_\_\_\_\_  
Signature\_\_\_\_\_  
Date**NOTE TO APPLICANTS:**

No person will be denied admission to the Metropolitan School of Professional Studies or otherwise be discriminated against at The Catholic University of America on the basis of race, color, religion, sex, national origin, age, marital status, personal appearance, family responsibilities, physical or mental disability, matriculation, political affiliation, or status as a Vietnam Era or disabled veteran insofar as any of these classes are defined and protected by Federal and District of Columbia laws and regulations.