



The Catholic University of America

Metropolitan School of Professional Studies

334 Pangborn Hall; 620 Michigan Ave., N.E.; Washington, DC 20064 ♦ Tel: 202-319-5256 Fax: 202-319-6032

APPLICATION / REGISTRATION FORM

Non-Credit Programs SPRING 2010

If you have registered for a non-credit course at Metropolitan School of Professional Studies in the past 12 months and no biographical information has changed, you only need to complete: a) the "Student Information" section immediately below and b) all of the last page. If this is the case, please place an "X" here: _____.

STUDENT INFORMATION:

Mr. Mrs. Ms.

Last Name First Name Middle Initial Other Name (If Applicable)

Street Address

City State and/or Country Zip Code

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

CONTACT NUMBERS:

Home:	Office:	Mobile:
Fax:	Email:	

CITIZENSHIP:

Country of Citizenship	Type of Visa (if applicable)	Alien Registration Number (Permanent Residents)
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DESIRED AREA OF STUDY:

Certified Employee Benefit Specialist (CEBS) Human Resources Management Certificate
 SHRM Learning System Course (PHR/SPHR) Legal Assistant 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)

Friend/Relative College/Career Fair Website IFEBP (CEBS)
 CUA/Metro Student Employer Radio SHRM/HRCI
 W. Post's "Express" "City Paper" Newspaper -Other Other _____

FOR OFFICE USE ONLY:

Date Received: _____ Initials: _____ Emplid: _____
Program: _____ User ID: _____ Password: _____

Have you ever applied to The Catholic University of America or Metropolitan School of Professional Studies?

Yes / If so, when? _____
 No

Have you ever attended The Catholic University of America or Metropolitan School of Professional Studies?

Yes / If so, when? _____
 No

Does the University employ any member of your family full-time?

Yes / Relationship _____
 No

How would you describe yourself? *(please check all that apply)*

Black (non-Hispanic) Native American/Alaskan Native Caucasian / Anglo
 Latino Asian / Pacific Islander Other (specify) _____

List below any High School, GED, college, university, or other school you have attended *(most recent first)*:

Institution	Location City/State	Credits Earned	Degree Conferred	Date

List any other training, accomplishments, and/or certificates you have received: _____

EMPLOYMENT EXPERIENCE: *(most recent first)*

Complete this section or include a resume.

Job Title	Employer Name	Dates	Employer Address

Are you expecting to receive financial assistance or tuition reimbursement from your employer?

Your Employer Veteran's Benefits Other: _____

EMERGENCY CONTACT:

Name: _____
Relationship: _____
Telephone: _____

_____ **REGISTRATION** _____

Please indicate for which course(s) you would like to be registered. We will register you for any active course that you mark.

Cert. in Human Resource Management – (\$680/course)

- _____ MPD 340 – Mgt. & Org. Behavior (#6720, Online/Blackboard, 1/11 – 5/8)
- _____ MPD 351 – Empl Comp. & Benefits (#5900, Mon., 6:10 – 8:40 p.m., 1/11 – 4/26; Plus one session on Tue., 2/23; No class on 1/18, 3/8, 4/5)
- _____ MPD 353 – See below
- _____ MPD 364 – HR Training & Dev. (#5322, Wedn., 5:30 – 9:45 p.m., 3/17 – 5/5)
- _____ MPD 365 – Key Legal Issues in HRM (#6891, Wedn., 5:30 – 9:45 p.m., 1/13 – 2/24)

SHRM® Learning System Course:

- _____ MPD 353 – HRM / SHRM® Learning Sys. (#5298, Section 01: **Wedn.**, 6:10 – 9:40 p.m., 3/3 – 5/5; No class on 3/10) **\$1,095***
- _____ MPD 353 – HRM / SHRM® Learning Sys. (#5304, Section 06: **Thur.**, 5:30 – 9:30 p.m., 3/4 – 5/6; No class on 3/11 and 4/1) **\$1,095***
- _____ MPD 353 – HRM / SHRM® Learning Sys. (#6706, Section 11: **Sat.**, 8:30 a.m. – 5:00 p.m., 3/20, 3/27, 4/10, 4/24, and 5/8; Off-Campus course: Montgomery County, MD) **\$1,095***

_____ * Mark here if you are a member of SHRM, MCSHRM, or HRA-NCA. Provide membership ID#: _____. (Members are eligible for SHRM® Learning System tuition of \$995 -- a \$100 savings.)

[OFFICE USE: WEDN./\$995 (#5888/Sec. 02); WEDN./\$675 (#5890/Sec. 03); WEDN./\$495 (#5300/Sec. 04); WEDN./\$0 (#5302/Sec. 05) *** THU./\$995 (#5306/Sec. 07); THU./\$675 (#5308/Sec. 08); THU./\$495 (#5892/Sec. 09); THU./\$0 (#6705/Sec. 10) *** SAT./\$995 (#6707/Sec. 12); SAT./\$675 (#6708/Sec. 13); SAT./\$495 (#6709/Sec. 14); SAT./\$0 (#6710/Sec. 15)]

I hereby certify that I have personally completed this form and that the information is complete and accurate. I understand that: a) all credentials submitted in support of this application become the property of the University and are not returnable, b) by registering for the course/s indicated above, I will incur a financial obligation at The Catholic University of America, and c) I will not automatically be dropped from a course for non-attendance. Requests to drop a course must be made in writing to Metropolitan School of Professional Studies and refunds, if any, are based on published policies, procedures, and deadlines.

(SHRM Students: Please note that basic directory information is exchanged between CUA and SHRM in order to facilitate program and examination coordination/tracking.)

Signature

Date

NOTE TO APPLICANTS: No person will be denied admission to 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.