



**School of Business and Management**

**Human Resource Management Certificate Program  
Registration Form**

Offering in Fall 2008  
Dates: Sep. 20, 27, Oct. 4, 11, 18  
**BUS 9000 - 4 Continuing Education Units (CEU)**

Human Resource Management (HRM) Program Certificate to be sent to:

Mr.     Ms.

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

(International Students list country of citizenship) \_\_\_\_\_

Phone numbers: Day: (    ) \_\_\_\_\_ Evening: (    ) \_\_\_\_\_ Cell: (    ) \_\_\_\_\_

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

Please check the appropriate box(es):

Current/Former NDNU student:  Undergraduate     Graduate    NDNU ID number: \_\_\_\_\_

Total for HRM program (5 sessions) and materials is \$995.00

Number of people \_\_\_\_ @ \$995 = \$ \_\_\_\_\_

If paying by credit card, fill out form and fax to **(650) 508-3467**

Card type:  Visa     M/C     AmExp     Discover

CC# \_\_\_\_\_ Exp Date: \_\_\_\_\_

If paying by check, mail this completed form with check, payable to:

**Notre Dame de Namur University  
School of Business  
1500 Ralston Avenue  
Belmont, CA 94002-1997**

I certify that I agree to all published regulations, procedures, and standards of conduct for Notre Dame de Namur University students (e.g., dropping, attendance, refund policy).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**This CEU course will NOT substitute for an academic (credit, letter grade) course.**

The Human Resources Certificate Program will be held on five consecutive Saturdays on the Notre Dame de Namur University campus. By attending all modules, you will receive all course materials and a Certificate. Each module earns .75 CEU's. You will be awarded a certificate based upon your attendance.

**Registration** will not be processed without payment. If you need an invoice for your organization, you must pay first and then request an invoice from the NDNU Business Office (650) 508-3584. You can enroll up to and including the first class session, with payment in full.

**Cancellation Policy:** The HRM program may be cancelled before or at the first scheduled session if less than the required minimum number of students is enrolled. If a course is cancelled, a full refund is granted.

**Add/Drop Policy:** To receive a full refund, a request must be received in the Registrar Office in writing one week prior to the beginning of the program. No refunds are granted once the first session of the program has met. Students who enroll in the certificate program are responsible for attending all of the sessions. You can register for the program on the first day of class by completing the registration form and making payment in full.

**Disability Statement:** All individuals with disabilities who need special accommodations or related assistance should contact Maria Zontine at least one week prior to the beginning of the program. Please e-mail [ceu@ndnu.edu](mailto:ceu@ndnu.edu)

Enrollment in the program does not require formal admission to Notre Dame de Namur University (NDNU).