



Continuing Studies-Registration Form
(To be included with check payment)

Step 1: Enter Your Registration Information

I am a: _____ New Student _____ Returning Student

Last Name: _____ First Name: _____

Address: _____ City/ST/Zip: _____

Best Phone Contact #: _____ Student ID# or Date of Birth: _____

E-mail (Saint Joseph College address preferred): _____

NOTE: Commuting students need a permit for campus parking. Please bring your car registration to Campus Safety, McGovern Hall on the first floor **before your first week of class**. Make a \$35 check payable to Saint Joseph to obtain a parking tag and student ID.
(See next page for course listing.)

Course #	Course Title	Dates	Times	Course Fee

Total Fee(s): \$ _____

Step 2: Make Your Payment

Return this registration form with your check or money order payable to:

Saint Joseph College

Office of the Registrar

1678 Asylum Avenue

West Hartford, CT 06117-2791

Registration Notes:

Students can take classes independently or register for the entire program, but only for classes offered in the current semester. Seating is limited and classes confirm based upon enrollment. Please register early to avoid disappointment. Registration and payment *must* be received by the first class meeting. **No refunds after classes begin.** Registration Questions: 860.231.5225

Course #	Course Title	Dates	Times	Course Fee
	ASD - Autism Characteristics	Monday, October 5, 2009	6:30 p.m. – 8:30 p.m.	FREE
	ASD - Educational Interventions	Monday, December 7, 2009	6:30 p.m. – 8:30 p.m.	FREE
	Not-for-Profit Forum & Networking Event	Thursday, September 10, 2009	6:00 p.m. – 8:00 p.m.	FREE See SJC webpage for details
	Human Resource Management Certificate Program			
CEDU750	Recruitment & Staffing	6 Tuesday evenings: 9/1 – 10/6/09	6:00 p.m. – 9:00 p.m.	\$ 525.00
CEDU751	Training & Organizational Development	6 Wednesday evenings: 9/2 – 10/7/09	6:00 p.m. – 9:00 p.m.	\$ 525.00
CEDU752	Compensation	6 Thursday evenings: 9/3 – 10/8/09	6:00 p.m. – 9:00 p.m.	\$ 525.00
CEDU753	Employment and the Law	6 Wednesday evenings: 10/14 – 11/18/09	6:00 p.m. – 9:00 p.m.	\$ 525.00
CEDU754	Benefits	6 Thursday evenings: 10/15 – 11/19/09	6:00 p.m. – 9:00 p.m.	\$ 525.00
CEDU755	Integrated HR	Friday evening 12/1/09 and Saturdays 12/5 & 12/12/09	6:00 p.m. – 9:00 p.m. 9:00 a.m. – 5:00 p.m.	\$ 525.00
CEDU740	The SHRM Learning System Prep Course	12 Tuesday evenings: 9/1 – 11/10/09	6:00 p.m. – 9:00 p.m.	\$1,130.00
CEDU741	Career Management Certificate Series	Early Fall Session		\$ 495.00
	Career Planning	9/8/09	6:00 p.m. – 9:00 p.m.	
	Resume	9/15/09	6:00 p.m. – 9:00 p.m.	
	Interviewing	9/22/09	6:00 p.m. – 9:00 p.m.	
	Job Search	9/29/09	6:00 p.m. – 9:00 p.m.	

	Negotiation	10/6/09	6:00 p.m. – 9:00 p.m.	
	Changing Careers	10/13/09	6:00 p.m. – 9:00 p.m.	
CEDU701	Non-Violent Crisis Intervention Training	Saturday 10/3/09 and Sunday 10/4/09	9:00 a.m. – 5:00 p.m. 9:00 a.m. – 5:00 p.m.	\$ 465.00
CEDU711	Hocus Pocus Focus your Locus	Saturday, 10/17/09	9:00 a.m. – 12:00 p.m.	\$ 120.00
	Not-for-Profit Certificate Series			
CEDU704	Taking the Lead in Transforming Organizations	9/17/09	6:30 p.m. – 9:00 p.m.	\$ 45.00 10% discount for TANGO members
CEDU706	Human Resources in Not-for-Profit Organizations	10/18/09	6:30 p.m. – 9:00 p.m.	\$ 45.00 10% discount for TANGO members
CEDU705	Your “Identity” Strategy: Marketing and Promoting your Not-for-Profit	11/12/09	6:30 p.m. – 9:00 p.m.	\$ 45.00 10% discount for TANGO members
CEDU702	Successful Proposal Writing for Grant Funding	12/10/09	6:30 p.m. – 9:00 p.m.	\$ 45.00 10% discount for TANGO members
CEDU708	Fiscal Management	1/12/10	6:30 p.m. – 9:00 p.m.	\$ 45.00 10% discount for TANGO members
CEDU707	Crisis and Opportunity: the Next 12-18 Months in your Not-for-Profit	2/11/10	6:30 p.m. – 9:00 p.m.	\$ 45.00 10% discount for TANGO members
CEDU200	Praxis I Prep Course	TBD	9:00 a.m. – 3:00 p.m.	\$ 175.00
CEDU710	Coaching Certificate Program	Tuesday & Thursday evenings 9/8 – 10/27/09	6:30 p.m. – 9:30 p.m.	\$ 345.00 plus parking
CEDU760	AAMFT Approved Supervisor Training Course	Thursday evenings 9/15/09 – 4/20/10	7:00 p.m. – 9:00 p.m.	\$ 595.00