



Office of Continuing Professional Education

2214 Rock Hill Road, Ste. 400, Herndon VA 20170
Phone: 703-993-4800; Fax: 703-993-4811
www.ocpe.gmu.edu

Human Resource Programs Registration Form

*Information requested to maintain a permanent record of your non-credit activity in Mason's student information system.
(Print name as you would like it to appear on your certificates)

*Mr. Ms. *Name

First Middle Last

*Social Security Number

*Date of Birth

Employer

Job Title

Work Address

*Home Address

City, State, Zip

*City, State, Zip

*Preferred email

Preferred mailing address Home Work

Phone: (Work)

(Home)

(Cell)

How did you hear about this program?

Would you like to receive our monthly OCPE e-newsletter? yes no

Essentials of Human Resource Management Certificate

Course Fees

- 2-DAY PROGRAMS - classes meet for 2 consecutive days
HRM 0202
Tue and Wed Mar 9 - 10, 2010 8:30 am - 4:30 pm - Herndon Sec C10
Tue and Wed May 18 - 19, 2010 8:30 am - 4:30 pm - Arlington Sec A05

- \$645.00
Mason Alumni or Group* fee \$580.50

6 WEEK ONLINE PROGRAM HRM 0201

- Online Apr 5 - May 10, 2010 Sec E04

- \$695.00 includes book delivery
Mason Alumni or Group* fee \$625.50

Human Resource Management Certificate - SHRM Learning System*

Course Fees

12 WEEK PROGRAMS - classes meet for 12 weeks, one night each week from 6 pm to 9:15 pm

- Thu Jan. 28 - April 15, 2010 Alexandria Sec X19
Tue Feb. 9 - April 27, 2010 Herndon Sec C16
Thu Feb. 18 - May 6, 2010 Prince William Sec P17
Tue Feb. 23 - May 18, 2010 Fairfax Sec F16

- \$1,175.00 includes book delivery
SHRM Member fee \$1,125.00
Mason Alumni or Group* fee \$1,057.50

SATURDAY PROGRAM - Course compressed to 7 weeks 9 am to 3 pm HRM 0101 (Recommended for students with 5+ years of HR experience)

- Sat Oct. 10 - Nov 21, 2009 Arlington Sec A08
Sat Mar 6 - Apr 24, 2010 (no class 4/3) Arlington Sec A09

- \$1,175.00 includes book delivery
SHRM Member fee \$1,125.00
Mason Alumni or Group* fee \$1,057.50

12-WEEK ONLINE PROGRAMS

- Feb 8 - Apr 26, 2010 HRM 0102 Sec E14
Mar 1 - May 10, 2010 Sec E15

- \$1,295.00 includes book delivery
SHRM Member fee \$1,245.00
Mason Alumni or Group* fee \$1,165.50

NEW! 1-Day SPHR® Intensive Review Course

Course Fees

1-DAY INTENSIVE REVIEW - class meets from 9 am to 5 pm HRM 0204

- Sat Dec 5, 2009 Fairfax Sec F02
Sat May 1, 2010 Fairfax Sec F03

- \$195.00
Former Mason OCPE student or Mason Alumni fee \$175.00

Global Professional in Human Resource Management Certificate

SHRM Global Learning System*

Course Fees

- 10 WEEK PROGRAMS - classes meet for 12 weeks, one night each week. HRM 0300
Thu Mar 4 - May 6, 2010 Herndon Sec C05

- \$1,325.00 includes book delivery
SHRM Member fee \$1,275.00
Mason Alumni or Group* fee \$1,192.50

Business Ethics for the Human Resource Professional

Course Fees

- 6 WEEK ONLINE PROGRAMS HRM 0203
May 24 - Jun 28, 2010 Sec E04

- \$695.00
Mason Alumni or Group* fee \$625.50

*Group discount for three or more people from your organization registering at the same time!

Payment - Space confirmed upon payment receipt.

For SHRM member discount please provide membership #

Payment options: VISA, MasterCard, Check, P.O., SLM Loan, DD1556. Includes fields for Credit Card Number, Expiration Date, Name on Card, Cardholder Signature, Cardholder Address, and Cardholder Phone Number.

Mail to: George Mason University, OCPE, 2214 Rock Hill Road, Suite 400, Herndon, VA 20170-4213 OR
Fax to: 703-993-4811

Human Resource Programs

Location Information:

Specific building and room numbers will be provided in your confirmation of registration.

Alexandria - SHRM Headquarters 1800 Duke Street, Alexandria, VA 22314 (Parking fees extra)

Mason's Arlington Campus 3301 Fairfax Drive "Arlington I" or 3401 Fairfax Drive "Original Building", Arlington, VA 22201 (Parking fees extra)

Mason's Fairfax Campus 4400 University Drive, Fairfax, Virginia 22030 (Parking Fees Extra)

Mason's Herndon Training Center - Center for Innovative Technology 2214 Rock Hill Road, Suite 400, Herndon, VA 20170 (Free parking)

Mason's Loudoun Site Ridgetop Two, 21641 Ridgetop Circle, Sterling, VA 20166-6597 (Free parking)

Mason's Prince William Campus 10900 University Boulevard, Manassas, VA 20110-2203 (Parking fees extra)

Registration Information:

Registration and payment must be received three business days prior to the first day of class. Space confirmed upon receipt of registration fee or purchase order. Group discount is available for groups of 3 or more people registering at the same time. Send registrations together or provide names of others in group.

Refund Policy:

We recognize you may occasionally need to cancel your registration. You can substitute another individual in your place prior to the class start. If you wish to receive a refund, we must receive your written request for cancellation no less than five business days prior to the course start date. If you request a refund, a \$60 processing fee is deducted. We are sorry that we cannot provide a refund if we receive your written cancellation four or fewer business days before the start of the course. If you have requested a refund it may take several weeks to process. Payments will be refunded to the person/company that issued the original payment to George Mason University. A \$25 fee will be assessed for return checks.

All course materials for the Human Resource Management Certificate, the Global Professional in Human Resource Management Certificate and the online Essentials of Human Resource Management courses will be shipped two weeks prior to the start of your course. Please note that once the books have been opened, they are non-refundable. For students that have received materials prior to course start and have requested a refund, an additional material fee will be deducted from your refund.

George Mason University, Office of Continuing Professional Education reserves the right to cancel any program; in which case, a full refund of fees is automatic.

Transfer Policy

For a one-time transfer request, a \$30 processing fee will be assessed. Request for a transfer must be made, in writing, no less than five business days prior to the course start date. Unfortunately, if we do not receive your request five days prior to your course start date, you will have to re-register for the course.

Refund or transfer requests can be mailed, faxed or e-mailed to: George Mason University, OCPE, 2214 Rock Hill Road, Suite 400, Herndon, VA 20170.

Fax: 703-993-4811 E-mail: esergio@gmu.edu

Weather & Emergency Cancellations

In the event of inclement weather, students are encouraged to confirm in advance whether their class will meet as scheduled. Please call Mason's 24-hour Information Line at 703-993-1000 for up-to-date school cancellations. If George Mason University is closed, your class will not meet. A make-up class will be announced when the University re-opens. Online courses will still meet as scheduled.

Change of Mailing Address

Please contact OCPE if you move or change jobs so you will receive mailings and your certificate in a timely manner.

Program and Registration Questions

Please contact OCPE if you have any questions at 703-993-4800 or e-mail esergio@gmu.edu

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