



Fall 2009 Registration Form

Advertising, Promotions & Marketing Communications

August 20 – October 22

Thursdays, 9:00 a.m. -12:00 noon

Center for Nonprofit Excellence at
United Way of Central New Mexico

- \$845 early registration
- \$945 regular registration
- \$795 group registration/UNM employees

Business Ethics Online

September 14 – November 16

- \$895 regular registration

Essentials for Managers

August 18 – October 20

Tuesdays, 6:00 p.m. -9:00 p.m.

Student Union Building (SUB), UNM Main Campus

- \$845 early registration
- \$945 regular registration
- \$795 group registration/UNM employees

HR Essentials

August 18 – October 20

Tuesdays, 9:00 a.m. -12:00 noon

Center for Nonprofit Excellence at
United Way of Central New Mexico

- \$845 early registration
- \$945 regular registration
- \$795 group registration/UNM employees

HR Management (SHRM Learning System)

August 18 – November 3

Tuesdays, 6:00 p.m. -9:00 p.m.

Student Union Building (SUB), UNM Main Campus

- \$1,045 early registration
- \$1,145 regular registration
- \$995 group registration/UNM employees

Project Management for Today's Environment

August 18 – October 20

Tuesdays, 6:00 p.m. -9:00 p.m.

Student Union Building (SUB), UNM Main Campus

- \$845 early registration
- \$945 regular registration
- \$795 group registration/UNM employees

Register:

BY PHONE: (505) 277-2525

BY FAX: (505) 277-0345

BY MAIL: Certificate Programs

Management Development Center
MSC05 3090

1 University of New Mexico
Albuquerque, NM 87131-0001

Name

Name as to Appear on Certificate

Position or Title

Company or Organization

Company Address

City/State/Zip

Home Telephone

Business Telephone

Fax

Cell

Email

Payment Method

- Charge my credit card: VISA or MASTERCARD

Account #: _____

Expiration Date: _____

- Bill my organization. Send invoice to:

- UNM Employee Tuition Remission: Please attach a copy of the completed form. Tuition remission forms can be printed off the web at:

http://www.unm.edu/~ubppm/ubppmanual/3700ex_a.htm



Registration Discounts

Early Registration

\$100 discount for registrations received on or before July 28, 2009

Regular Registration

Registrations received after July 28, 2009

Group Registration

\$150 discount per person when two or more individuals from the same organization register together or an individual registers for two or more programs.

(The early registration discount cannot be used in conjunction with the group discount.)

Payment and Refund Policy

Full payment or purchase order is due prior to the first class session unless arrangements have been made with the MDC Program Manager. Payment plans are available. Program fees are fully refundable if a written cancellation is received 14 days (2 weeks) prior to the start date of the program.

- After this time, a \$200 processing fee will be retained for cancellation.
- If you decide to cancel the day the program starts or at any time after the start date, a \$200 processing fee will be retained and you will be charged for all program materials and any sessions prior to cancellation.
- Participant substitutions may be made at no cost if registering for the same program.