

Registration Form
Professional Development Programs
(for new students only)

Northwestern
SCHOOL OF
PROFESSIONAL STUDIES

PERSONAL INFORMATION (please write legibly)

Name: Last First Initial

Home address: Street

City State Zip code

Home telephone () Email

Employer Position Work telephone ()

Work address: Street

City State Zip code

Date of birth / / Gender: ☐ Female ☐ Male

ARE YOU AN EMPLOYEE OF NORTHWESTERN UNIVERSITY? ☐ Yes ☐ No Emplid # Netid

CITIZENSHIP STATUS (REQUIRED)

☐ U.S. citizen ☐ Temporary U.S. resident; type of visa

☐ Naturalized ☐ Permanent U.S. resident (not U.S. citizen) Country of citizenship

HOW WOULD YOU DESCRIBE YOURSELF? (OPTIONAL; CHOOSE ALL THAT APPLY)

☐ American Indian/Alaskan ☐ Asian/Pacific Islander

☐ Black, non-Hispanic origin ☐ Hispanic

☐ White, non-Hispanic origin ☐ Other

ADDITIONAL INFORMATION

WHAT IS YOUR HIGHEST LEVEL OF EDUCATION? ☐ High school diploma ☐ Associate's degree ☐ Bachelor's degree
☐ Master's degree ☐ Doctorate ☐ Other (list)

DO YOU PLAN TO COMPLETE A CERTIFICATE PROGRAM AT THIS TIME? ☐ Yes ☐ No

FOR WHICH TERM ARE YOU REGISTERING? ☐ Fall 20 ☐ Winter 20 ☐ Spring 20 ☐ Summer 20

Name used on last Northwestern registration, if different from above

COURSE REGISTRATION INFORMATION

PDP CODE	COURSE TITLE FEES (ITEMIZE)	CLASS NUMBER	SECTION	DAY	CAMPUS	TUITION AND
Example: FIN_PLAN 312-0	Investment Planning	23554	44	Tu	Loop	Tuition \$700

TOTAL STUDENT LOAN
AMOUNT ENCLOSED

NAME OF PROGRAM YOU ARE REGISTERING FOR (must be completed):

TUITION AND REFUNDS

All tuition is due at the time of registration, either by credit card or personal check. If your payment is returned or declined for any reason, a \$35 service fee will be charged. The University reserves the right to cancel classes due to insufficient enrollments, instructor illness, severe weather or natural disaster. In the event of cancellation due to insufficient enrollment, registrants will be notified immediately and all fees are returned.

Dropping Courses and Refunds: Students may drop a professional development course at any time by logging in to CAESAR. **Dropping a course AFTER it starts will result in no refund to the student. I**

Prior to accepting your registration, your credit card number will be tested for validity.

TUITION BENEFIT FOR CURRENT STAFF

In order to receive your tuition benefit, you must submit a completed application to the NU Benefits Division within the calendar year for which your benefit is being requested. If you do not submit the benefit form, you will be responsible for paying the entire tuition amount.

ARE YOU RECEIVING TUITION ASSISTANCE FROM YOUR EMPLOYER FOR THIS COURSE/PROGRAM? ☐ Yes ☐ No

PAYMENT DUE AT REGISTRATION

Check/money order
enclosed
American Express

Letter of credit
Visa

MasterCard

LOAN

I hereby authorize Northwestern to charge \$ _____ to credit card number _____

Expiration date

Signature

Date

STATEMENT OF ACADEMIC INTEGRITY

Northwestern University students and faculty are committed to scholarly principles that respect and acknowledge individual achievement. Because of this, certain behaviors are viewed as unacceptable, including cheating, plagiarism, falsifying or fabricating information, and aiding or abetting academic dishonesty. Students who violate these principles are subject to penalties, including course failure and dismissal from Northwestern University.

You must sign this statement. The School of Professional Studies will not accept any unsigned registrations.

I certify that to the best of my knowledge all statements by me are correct, complete, and my own. By registering at Northwestern University, I agree to abide by the standards of academic integrity expected of Northwestern University students as outlined in the School of Professional Studies catalog.

Signature

Date

REGISTRATION FORMS ARE ACCEPTED BY FAX OR IN PERSON.

We cannot accept any forms via email that include SSN information and debit/credit card numbers.

**Northwestern University
School of Professional Studies
Registration: Professional Development
Programs
339 East Chicago Avenue, Eighth floor
Chicago, Illinois 60611-3008
FAX: 312-503-4727
Phone: 312-503-6951**

School of Professional Studies use only

Amount received	Payment form
Registration information	Confirmation sent