

**WAYNE STATE UNIVERSITY
NEW HORIZONS COMPUTER TRAINING CLASS REGISTRATION FORM**

- Step One: Choose a class with a minimum lead time of three weeks. Fill out the registration form below completely (include immediate Supervisor's signature) send or deliver to Organization Employee Development, 1701 A/AB.
- Step Two: You will receive confirmation of your class from Organization & Employee Development
- Step Three: Organization & Employee Development must be notified of cancellation or rescheduling 7 or more business days prior to date for in-user and 10 business days for technical classes

CLASS INFORMATION (Use this form to register for up to two classes)

Class ONE

Course name: _____

1st Choice: Class Date: _____ Day Evening Saturday
 Livonia Troy Southfield Detroit

Do you want to be waitlisted? YES NO Enrolled Waitlisted NONE

Alternative: Class Date: _____ Day Evening Saturday
 Livonia Troy Southfield Detroit

Do you want to be waitlisted? YES NO Enrolled Waitlisted NONE

Class TWO

Course name: _____

1st Choice: Class Date: _____ Day Evening Saturday
 Livonia Troy Southfield Detroit

Do you want to be waitlisted? YES NO Enrolled Waitlisted NONE

Alternative: Class Date: _____ Day Evening Saturday
 Livonia Troy Southfield Detroit

Do you want to be waitlisted? YES NO Enrolled Waitlisted NONE

NH Use only: Z2 Customer Code WSU212

PARTICIPANT INFORMATION

Name: _____ BANNER ID: _____ Department: _____

Campus Address: _____ Room Number: _____

City: _____ State: _____ Zip: _____

Work Phone#: _____ Work Fax#: _____

E-Mail Address: _____

Will you be using Non-Credit Tuition Assistance? YES NO

APPROVAL INFORMATION

Supervisor Name: _____ Phone #: _____

Supervisor Signature: _____ Date of Approval: _____

Organization & Employee Development. Tel: (313)577-2111; Fax (313)577-3569

Forwarded By: _____ Date/time: _____

COPY AS NEEDED