

# PORTLAND STATE UNIVERSITY CENTER FOR EXECUTIVE AND PROFESSIONAL EDUCATION REGISTRATION FORM

## OFFICE USE ONLY

DATE/TIME: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ | \_\_\_\_\_ : \_\_\_\_\_ INITIALS \_\_\_\_\_

PSU ID# (if assigned)

**PAYMENT IS REQUIRED TO REGISTER**

LAST NAME | FIRST NAME | MIDDLE INITIAL | PREVIOUS LAST NAME

HOME ADDRESS

CITY | STATE | ZIP | ( ) DAY PHONE | ( ) EVENING PHONE

EMPLOYER/COMPANY | FAX | EMAIL ADDRESS

EMPLOYER/COMPANY BILLING ADDRESS | CITY | STATE | ZIP | POSITION/TITLE

EMPLOYER CONTACT PERSON | PHONE | EMAIL ADDRESS

Do you consider yourself an Oregon resident?  Yes  No Number of years \_\_\_\_\_ Date of birth          
MONTH DAY YEAR

Bachelor's degree?  Yes  No Gender:  Male  Female  U.S. citizen  Permanent U.S. resident  Student visa or other visa

Ethnicity: A  Asian P  Pacific Islander I  American Indian or Alaska Native O  Other \_\_\_\_\_  
 H  Hispanic B  Black, Non-Hispanic W  White, Non-Hispanic D  Decline to respond

COURSE #	SECTION #	COURSE TITLE	NONCREDIT FEE	CREDIT FEE	TOTAL
—	—	—	\$	\$	\$
—	—	—	\$	\$	\$
—	—	—	\$	\$	\$
—	—	—	\$	\$	\$
—	—	—	\$	\$	\$
—	—	—	\$	\$	\$

**PAYMENT Payable to Portland State Center for Executive and Professional Education** \$ \_\_\_\_\_  
**TOTAL**

Check/company purchase order/billing authorization # \_\_\_\_\_

To protect against identity theft and to comply with new federal guidelines, the Center for Executive and Professional Center at PSU no longer accepts credit card or Social Security information via printed forms, phone, fax, or email. We encourage students to register online, to mail registration forms along with a check or money order, or to call the Registration Department's help desk at 503-725-4184 for guidance and assistance.

**To register online:** Once you've found your course in our catalog, go to [www.pdx.edu/cepe](http://www.pdx.edu/cepe) where you can register through our online registration system if the course details include a "Register Online" option with a hotlink.

**To pay by check (mail or walk in):** Complete this form and return it to the Center for Executive and Professional Education address to the right.

**If you need help:** Please call or email our Registration Help Desk at (503) 725-4184 or [learn@pdx.edu](mailto:learn@pdx.edu).

What size is the business you work for?  
 0-99 employees  
 100-499 employees  
 More than 500 employees

Will your employer pay for your coursework?  
 Yes  
 No  
 Partially  
 Not Employed  
 Worksource Funding

In what industry do you work?  
 Health  
 Finance  
 Accounting  
 Technology  
 Professional Services  
 Education  
 Government  
 Manufacturing  
 Food/Beverage  
 Apparel  
 Retail  
 Other \_\_\_\_\_

**Fill in credit fee if taking a course for academic college credit. Non-admitted students are restricted to eight credit hours per term.**

**THREE WAYS TO REGISTER**

Online: [www.pdx.edu/cepe](http://www.pdx.edu/cepe)

Mail: Center for Executive and Professional Education  
 Portland State University  
 PO Box 202  
 Portland, OR 97207-0202

Walk-in: 1500 SW First Ave, Suite 100B  
 Portland, OR 97201

