

Registration

Online registration is preferred. Please register at www.northwestern.edu/hr/training/register.html.

If you do not have a NUNet ID or are not a Northwestern employee, photocopy this registration form and fax it to 847-467-5084 or mail it to HR Development, 555 Clark Street, third floor, Evanston, Illinois 60208-1225.

Please fill out the entire form. You will receive an e-mail confirmation of registration. If you do not receive an e-mail response within 48 hours of sending in the form (72 hours if sending by campus or postal mail), please call 847-467-5081.

*** Required to register for all courses. Please note that we cannot accept CUFS numbers from sponsored programs funds (numbers that begin with 0600 through 0999).**

+ If you are a non-employee, we accept checks as an alternative payment. Please make checks payable to Northwestern University. If you are faxing the form, your payment must arrive within 72 hours to guarantee registration.

Participant's name

Department NUNet ID (Northwestern employees must provide)

Campus address (building/room) City Mail code

E-mail (must be provided) Phone (must be provided)

Participant is Staff Faculty Affiliate Student Guest

Payment by Northwestern CUFS number* (indicate) Enclosed check⁺ (write check number here)

Participant's signature Date

Name of supervisor Supervisor's signature

Workshop selections

ID #	Title	When	Where	Fee
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What if I can't attend? Anyone who has registered but cannot attend a workshop is welcome to offer his or her seat to a colleague. We are unable to accept cancellations and offer refunds.

Contact us if you have any questions: training@northwestern.edu or 847-467-5081.