

Labor/Management Workplace Education Registration

**Please fill out completely and
Print out and return this form to LMWEP at 303 Goodell Building, or FAX us at 545-5426**

Date _____ Department _____

Name _____ Shift _____

Campus Mailing Address and Phone _____

Home Phone _____ Cell Phone _____

Best time to call: _____ Email (if available) _____

Supervisor's Name _____ Supervisor's email _____

Supervisor's Phone _____

Check one of following: AFSCME Unit USA/MTA Unit Professional Unit or Unit B Non-unit Classified

Spring 2012 Offerings

Workplace English Classes

- Workplace English: Beginning
- Workplace English: Intermediate & Computers

Computer Classes

- Computers for Everyone
- Learning MS Office 2010 Pro
- Keyboarding Skills & Shortcuts
- Introduction to Facebook!
- Intermediate MS Excel
- Digital Photography Basics
- Web-based Computing

Next Steps Classes

- Writing for a Change
- Financial Fitness
 - Financial Planning & Budgeting—Part 1
 - Financial Planning & Budgeting—Part 2
 - Understanding Credit
 - Ready for Retirement
 - Retirement and Investment Income Planning
- UMass: Working for You
 - Moving Up Unions 101
 - Untapped Benefits
- Career Advising

Questions?

*Please call our registration specialist
weekdays at 545-6263*

Please list your course choices:

1st choice _____

2nd choice _____

3rd choice _____

Please check one of these boxes:

Supervisor's signature here,
approving release time for class:

LMWEP, please request release
time for me to attend class.

I do not need release time.

Registration form and course information may also be printed from our website

www.umass.edu/lmwep

*To register by campus mail, return this form in an envelope or fold
and tape it closed, with the return address below showing*

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Mail to:

**Labor/Management
Workplace Education Program
303 Goodell Building
140 Hicks Way**

