



School of Professional Studies  
The City University of New York

# APPLICATION/REGISTRATION FORM: Public Administration & Public Policy

## The CUNY School of Professional Studies

*To register, complete ALL fields in this form. Please print legibly.*

<b>Circle one:</b> Mr. Mrs. Ms. Miss Dr.		<b>Last name (family):</b>		<b>First name (given):</b>		<b>Middle name:</b>	
<b>Date of birth:</b> / /		<b>Social Security number:</b> / /		<b>Sex:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female		<b>Veteran:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Ethnicity:</b>							
<input type="checkbox"/> White, non-Hispanic		<input type="checkbox"/> African American, non-Hispanic		<input type="checkbox"/> Puerto Rican		<input type="checkbox"/> Hispanic, other	
<input type="checkbox"/> Native American or Native Alaskan		<input type="checkbox"/> Other (please specify):		<input type="checkbox"/> Asian or Pacific Islander			
<b>Permanent address (street and number):</b>				<b>Apt:</b>	<b>City:</b>	<b>State:</b>	<b>Zip code:</b>
<b>How long have you resided at the above address?</b>				<b>Telephone:</b>		<b>Email (required):</b>	
Years:		Months:		( ) -			
<b>Citizenship:</b>							
<input type="checkbox"/> U.S.		<input type="checkbox"/> Other:		Type of Visa:			
<b>Are you currently enrolled as a CUNY student?</b>		<b>If yes, skip "Educational Background" and give the name of your college AND program or major here:</b>					
<input type="checkbox"/> Yes <input type="checkbox"/> No							
<b>Educational background: Please list all colleges and universities attended, starting with the most recent.</b>							
Years of Attendance		Name of institution		Major		Degree	Date of award
From: To:							
From: To:							
<b>Employer:</b>				<b>Location:</b>			
<b>Work phone:</b>		( ) -		<b>Ext. _____</b>		<b>Job Title:</b>	
<b>Union affiliation:</b>				<b>Local:</b>			
<b>COURSE SELECTIONS</b> <small>(see next page for course information)</small>		<b>Semester you are registering for:</b>					
		<b>Course #:</b>	<b>Course name:</b>	<b>Section #:</b>	<b>No. of credits:</b>	<b>Course level (check one):</b>	
						<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate	
						<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate	
		<b>How did you find out about these courses?</b>					
<b>CREDIT REGISTRATION</b>							
						Amount enclosed	
<b>One-time Application Fee</b> <small>(do not pay if you have previously enrolled in an SPS course)</small>						\$70.00	\$ _____
<b>Consolidated Fee</b>						\$15.00 per term	\$ 15.00
<b>Technology Fee</b>		part time students		\$50.00 per term		<input type="checkbox"/> \$ 50.00	
		full time students		\$100.00 per term		<input type="checkbox"/> \$ 100.00	
<b>Undergraduate Tuition for Degree Students</b>						\$195.00 per credit	\$ _____
<b>Undergraduate Tuition for Non-Degree Students</b>						\$285.00 per credit	\$ _____
<b>Graduate Tuition</b>						\$310.00 per credit	\$ _____
<b>For official use only: 3<sup>rd</sup> party verification number: _____.</b>				<input type="checkbox"/> Third party payment from:			
<b>Total enclosed:</b>						\$ _____	
<b>Checks should be made payable to the "CUNY School of Professional Studies." Mail this form and your check (if applicable) to: Murphy Institute for Worker Education, Attn: Padraig O Donoghue, Public Administration, 25 W. 43<sup>rd</sup> Street, 19<sup>th</sup> Floor, New York, NY 10036</b> Please note: registrants for credit courses must provide an <u>official transcript</u> documenting eligibility, also to be sent to this address, prior to the beginning of the first course. A course grade will not be released without the transcript on file.							

If you are taking two or more courses, in compliance with New York State Public Health Law 2165, you must submit proof of immunization against measles, mumps and rubella if you were born on or after January 1, 1957. Immunization for Meningococcal Meningitis is not mandatory, but returning the Meningococcal Meningitis Response Form is mandatory. The form must be completed, signed, and returned to Student Health Services together with the Immunization Record Form. The forms can be downloaded from the SPS website: [http://sps.cuny.edu/forms/immunization\\_Complete\\_MMR.pdf](http://sps.cuny.edu/forms/immunization_Complete_MMR.pdf). More information on Meningococcal vaccines can be found here: <http://www.cdc.gov/vaccines/pubs/vis/downloads/vis-mening.pdf>.

<b>I certify that the information entered on this application is complete and correct.</b>	
Signature of applicant: _____	Date submitted: / /

*All tuition and fee schedules are subject to change without notice at any time upon action by the City University of New York, regardless of the tuition and fee schedules in effect at the time of application.*

**UNDERGRADUATE CERTIFICATE IN PUBLIC ADMINISTRATION & PUBLIC POLICY**

The Undergraduate Certificate in Public Administration and Public Policy provides students with a solid background in government, the policy-making process, and public administration. To earn the Certificate, students must hold a high school diploma or GED and complete 4 courses.

**Undergraduate Tuition:** \$195.00 per credit (\$780.00 per course)

**PADM 20100 Public Administration (4 credits)**

Section 01: Mondays, 6:15pm-9:35pm, 2/1/10-5/24/10 at Murphy Institute: 25 W. 43<sup>rd</sup> Street, 19<sup>th</sup> Flr.

**PADM 21100 Government, Policy and the Policy-Making Process (4 credits)**

Section 01: Tuesdays, 6:15pm-9:35pm, 2/2/10-5/25/10 at Murphy Institute: 25 W. 43<sup>rd</sup> Street, 19<sup>th</sup> Flr.

**PADM 22100 Public Issues and Public Policy (4 credits)**

Section 01: Wednesdays, 6:15pm-9:35pm, 2/3/10-5/19/10 at DCAS: 2 Washington Street

**PADM 23100 Research Seminar on Public Policy (4 credits)**

Section 01: Thursdays, 6:15pm-9:35pm, 1/28/10-5/20/10 at Murphy Institute: 25 W. 43<sup>rd</sup> Street, 19<sup>th</sup> Flr.

**ADVANCED CERTIFICATE IN PUBLIC ADMINISTRATION & PUBLIC POLICY – ADVANCED LEVEL 1**

The Advanced Certificate in Public Administration and Public Policy, Level 1 will provide students with a deeper understanding of such topics as public management, the administrative decision-making process, diversity, training and staff development, and union-management relations. To earn the Certificate, students must hold a bachelor's degree and complete 4 out of 5 courses, for a total of 12 credits.

**Graduate Tuition:** \$310.00 per credit (\$930.00 per course)

**PADM 60100 Public Administration (3 credits)**

Section 01: Wednesdays, 6:15pm-8:45pm, 2/3/10-5/19/10 at Murphy Institute: 25 W. 43<sup>rd</sup> Street, 19<sup>th</sup> Flr.

**PADM 61100 / Social and Economic Policy in the US (3 credits)**

Section 01: Tuesdays, 6:15pm-8:45pm, 2/2/10-5/25/10 at Murphy Institute: 25 W. 43<sup>rd</sup> Street, 19<sup>th</sup> Flr.

**PADM 62100 / Policy Analysis (3 credits)**

Section 01: Mondays, 6:15pm-8:45pm, 2/1/10-5/24/10 at DCAS: 2 Washington Street

**PADM 65100 Research Methods Seminar (3 credits)**

Section 01: Thursdays, 6:15pm-8:45pm, 1/28/10-5/20/10 at DCAS: 2 Washington Street

*I have registered for the following course(s):*

Course #	Course name	Start date