

# Business Technology Course Registration Form

## University of the Pacific

**Registration Instructions:**

1. Pre-requisites, when applicable, must be met in order to attend the requested course.
2. Business Technology courses are free of charge, with the exception of MS Office courses.
3. Your immediate supervisor must sign the registration form.
4. Completing this form is a request to be signed up for these classes. Your attendance is not guaranteed until you receive an email confirmation.
5. Return your completed form via any of the options listed below:
  - E-Mail: TechTraining@pacific.edu
  - Fax: 209-946-2816
  - Hard Copy: Business Technology Training c/o Kim Cose

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Department: \_\_\_\_\_ Division: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Signature

Printed

Pacific ID #: \_\_\_\_\_ Exempt or Non-Exempt

	Course	Date	Location	Time	Confirmed
1.					
2.					
3.					
4.					
5.					