

**AUBURN UNIVERSITY  
HUMAN RESOURCE DEVELOPMENT  
COURSE REGISTRATION FORM**

Please copy this form and send it to  
Human Resource Development, Langdon Hall

**REQUEST FOR TRAINING AND DEVELOPMENT**

Title of Course Requested:	Course Code:
Date of Course Requested:	Time:
Name of Employee:	Banner ID Number:
Department:	Campus Phone:
Email Address:	Fax Number:
Approved by (signature of immediate supervisor)	Supervisor's Email:
Date: _____	
For courses involving fees, enter the FOP number to be charged:	

Use one form for each class you wish to attend. You may copy this form as needed. If you require any special accommodations, please notify HRD in advance of the class date (844-7939).

You may fax this form to HR at 844-1617.