

**Educational Programs**



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## MBA Online Registration Process

From the top menu of The Washington Campus website, select **Registration > MBA Courses**

Select the course date you want to register for by clicking **More Info >>**

Click the register button to access the course registration form.

*\*Payment is due at the time of registration. Your registration will not be complete and a space will not be reserved for you until we receive payment.*

**Educational Programs** **January 4 - 8, 2010 - MBA Student Course Registration**

The following is an application form for The Washington Campus course, Strategic Leadership: Business and the Public Policy Process for MBA Students. Please complete the form and click CONTINUE.

**Registration** **\*\*Bold fields are mandatory.**

**Personal Information**  
Please enter your name as it appears on photo ID.

Prefix :

First Name :

Last Name :

Badge Name :

Primary Address :

Address 2 :

CRY :

State :

Zip/Postal Code :

My Phone number below is :

Phone :

Fax Number :

E-mail :

Fill in your personal information. In the "Badge Name" field, be sure to include your name exactly as you would like it to appear on your name badge.

Continue by clicking the **Next** button at the bottom of the page.

**January 4 - 8, 2010 - MBA Student Course Registration**

**University Information**

Please indicate university attending :

Other :

Which MBA program do you attend?

Other (please specify): :

Expected Graduation Date :

Years of work experience :

**Food Allergies/Dietary Restrictions :**

Comments :

**Next >>**

Select your university from the drop-down menu and complete the rest of the form.

Continue by clicking the **Next** button at the bottom of the page.

You will then be taken to your shopping cart to begin the credit card payment process. Be sure to enter the correct billing address for your credit card or the transaction will be declined.

From: sterry@washcampus.edu  
To: John Smith  
Subject: Washington Campus MBA Registration - Step 1 of 2

Dear John Smith,

We have received your registration information for the January 4 - 8, 2010 Washington Campus MBA course. Please note that your registration is **not** complete until we have received payment in full, due at the time of registration. If your university requires you to pay your tuition and fees to The Washington Campus directly, you will be prompted to enter your credit card information immediately after submitting your initial registration information. Failure to submit payment at the time of registration will forfeit your seat in the course and require you to register again.

**Course Materials**  
You will be able to access your course materials page through the link provided below. Two

Upon completion of your registration you will receive a confirmation email. In that email or in a subsequent email you will receive login information for the password protected website for your course. This website will be used to distribute all of your course materials including: *required readings, agendas, logistical information and hotel/lodging information.*

**Educational Programs** **September 14 - 18, 2009**

Welcome to the official September 14 - 18, 2009 MBA section. We are excited to welcome you to Washington, DC. Below you will find links to important information about your upcoming program. If you have any questions prior to your arrival, please contact us at [info@washcampus.edu](mailto:info@washcampus.edu).

**Registration** **Location:** [Shout map](#)  
AGSL @ The Center for Association Leadership  
1300 Pennsylvania Avenue NW  
Washington, DC 20004

- [Download your Preliminary Agenda](#)
- [Download your course Syllabus](#)
- [Download your Logistics Memo](#)
- [Download a list of nearby hotels](#)
- [Download your list of required readings](#)

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**PLEASE NOTE: You are expected to complete the required readings before arriving in DC. Material from these readings will be included in the course exam. These readings will take approximately 8 hours to complete, so plan accordingly.**

**Students are required to print and bring the syllabus and logistics letter with them to the program.**

We will notify you by email as materials are posted, so please let us know if your email address changes by writing to [info@washcampus.edu](mailto:info@washcampus.edu).