### Dates of Noncredit Online Course Offering

<table>
<thead>
<tr>
<th>Dates of Noncredit Online Course Offering</th>
<th>Noncredit Online Course Offering</th>
<th>Contact Hours</th>
<th>Course Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 8th – September 28th, 2014</td>
<td>Purposes and Responsibilities of Courts (Core)</td>
<td>6</td>
<td>$72.00</td>
</tr>
<tr>
<td>September 29th – October 12th, 2014</td>
<td>Court and Community Communication (Elective)</td>
<td>5</td>
<td>$60.00</td>
</tr>
<tr>
<td>October 13th – November 2nd, 2014</td>
<td>Resources, Budget, and Finance (Core)</td>
<td>7</td>
<td>$84.00</td>
</tr>
<tr>
<td>November 3rd – November 16th, 2014</td>
<td>Education, Training, and Development (Elective)</td>
<td>5</td>
<td>$60.00</td>
</tr>
<tr>
<td>December 1st – December 14th, 2014</td>
<td>Visioning and Strategic Planning (Elective)</td>
<td>5</td>
<td>$60.00</td>
</tr>
<tr>
<td>January 5th – January 25th, 2015</td>
<td>Caseflow Management (Core)</td>
<td>8</td>
<td>$96.00</td>
</tr>
<tr>
<td>January 26th – February 8th, 2015</td>
<td>Leadership (Core)</td>
<td>6</td>
<td>$72.00</td>
</tr>
<tr>
<td>February 9th – February 22nd, 2015</td>
<td>Essential Components of Courts (Elective)</td>
<td>5</td>
<td>$60.00</td>
</tr>
<tr>
<td>February 23rd – March 15th, 2015</td>
<td>Information Technology Management (Core)</td>
<td>6</td>
<td>$72.00</td>
</tr>
<tr>
<td>March 16th – March 29th, 2015</td>
<td>Human Resources Management (Core)</td>
<td>7</td>
<td>$84.00</td>
</tr>
</tbody>
</table>

**INTERACTIVE ONLINE COURSE FEATURES:**

- Each interactive online course will feature a series of online readings for the student to complete
- Each interactive online course will feature weekly discussion group/s facilitated by an instructor
- Credit is earned for the course by meeting posting requirements and completion of the final course evaluation
INTERACTIVE ONLINE COURSE REGISTRATION FORM

Instructions: Student Registration for Online Course Contact Hours
Judicial Administration Noncredit Certificate Program
School of Criminal Justice - Michigan State University

Contact Information. Provide all requested information so we can directly communicate with you if there is a question about your registration. Information should be the same as reported on your Noncredit Certificate Application.

Course Information

Core/Elective online course you are registering for refers to the subject matter your course is covering. If you complete the course work as stipulated in the course syllabus, you will earn the number of contact hours which appears after the course title.

Signature. Your signature indicates that the information provided is true and that you will be the person participating in the course, completing the course exercise and the course evaluation.

Course Fees. Students must send the registration form and fees. The fee is $12 per contact hour (payable to Michigan State University) and is nonrefundable.

Core and Elective Subject Matter Course Requirements

<table>
<thead>
<tr>
<th>Judicial Administration core or elective subject matter.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note: Students must complete a total of forty (40) contact hours in the core subject matter. The minimum requirement of six (6) contact hours offered through one (1) program must be met before the core course can be eligible for the Judicial Administration Program. The minimum requirement of twenty (20) contact hours in at least three (3) of the electives is required. There is no contact hour requirement for an elective subject matter; however, students must complete at least three (3) of the elective courses.</td>
</tr>
</tbody>
</table>

Required Core Courses

- Caseflow Management
- Information Technology Management
- Human Resources Management
- Leadership
- Purposes and Responsibilities of Courts
- Resources, Budget, and Finance

Required Elective Courses

- Court and Community Communication
- Education, Training, and Development
- Essential Components of Courts
- Visioning and Strategic Planning

This registration form and fees must be submitted to Judicial Administration Program at Michigan State University before students are enrolled.

Send Form and Payment ($12 per Contact Hour) to

Judicial Administration Program
School of Criminal Justice
Michigan State University
1407 South Harrison
Suite 330 Nisbet Building
East Lansing, MI 48823-5239
Telephone: 517.432.1716
gamperca@msu.edu
2014-2015 INTERACTIVE ONLINE COURSE REGISTRATION FORM

Student Registration for Online Course Contact Hours
Judicial Administration Noncredit Certificate Program
School of Criminal Justice - Michigan State University

Complete this form and send to the address listed below with your payment ($12 per contact hour) to register. Please print or type.

Contact Information

Student’s Name                                     __________________________________________
Address (number, street, suite)         __________________________________________
   (city, state, zip code)           __________________________________________
Email address                                      __________________________________________
JA Number                                           ____________________

Course Information

In the appropriate space, check the online course(s) you are registering for:

Required Core Courses
   ___Caseflow Management  (8 hours)                           ___Information Technology Management (6 hours)
   ___Human Resources Management  (7 hours)              ___Leadership (6 hours)
   ___Purposes and Responsibilities of Courts (6 hours)    ___Resources, Budget, and Finance (7 hours)

Required Elective Courses
   ___Court and Community Communication (5 hours)      ___Education, Training, and Development (5 hours)
   ___Essential Components of Courts (5 hours)               ___Visioning and Strategic Planning (5 hours)

I understand that my signature indicates that the information provided is true and that I will be the person participating in the course, completing the course exercise and the course evaluation.

I am registering for ________ contact hours in fulfillment of the requirements for the Judicial Administration Noncredit Certificate Program at Michigan State University. I have enclosed $____________ for payment and understand this is nonrefundable.

________________________________     ______________
Student Signature                                     Date