### Online Certificate Requirement Checklist

**Human Resources**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Course Title</th>
<th>Course #</th>
<th>Prerequisite</th>
<th>Semester(s) offered</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Principles of Management</td>
<td>MANAGMNT 301</td>
<td>None</td>
<td>Winter, Spring, Summer Session 1&amp;2, Fall</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Human Resource Management</td>
<td>MANAGMNT 314</td>
<td>MANAGMNT 301*</td>
<td>Spring, Summer Session 1, Fall</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Organizational Behavior</td>
<td>MANAGMNT 330</td>
<td>MANAGMNT 301*</td>
<td>Summer Session 2, Fall</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Compensation Administration</td>
<td>MANAGMNT 334</td>
<td>MANAGMNT 314*</td>
<td>Spring</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Workforce Planning, Recruitment, and Selection</td>
<td>MANAGMNT 397W</td>
<td>None</td>
<td>Fall</td>
<td>3</td>
</tr>
</tbody>
</table>

15 credits

Click [here](#) for course descriptions and information on which semester(s) a course is offered. These courses should be done in the order above in order to have the prerequisites completed.

**Enroll**

Sign up for classes at [University Without Walls](#).

**Activate your enrollment appointment**

1. Every semester you must log into [SPIRE](#) and activate your **self-enrollment appointment**
   - From the SPIRE Menu navigate to **Enrollment > Summer/Wtr/Non-deg Enroll Appt**
   - Review all information and then press **Request CPE Enrollment Appointment**

2. Select your classes, noting the 5-digit class number(s). For Isenberg classes go to [UG Online – Browse Courses](#), find course and 'view details' for the 5-digit class number.

3. **Register** for your course using the 5 digit class number.
   - In the SPIRE Menu, go to **Enrollment > Add Classes**.
   - On the **Add Classes to Shopping Cart** page, check that the term is the one you want. Enter the 5-digit class number in the **Enter Class Nbr field**, click enter and the class appears in your Shopping Cart.
   - To enroll in the classes in your Shopping Cart, select the class(es) you want to enroll in and click the enroll button.
   - The **Confirm classes** page opens, click **Finish Enrolling** and then the results page indicates your enrollment in a class.

**Taking your last class?**

Once you’ve completed the course requirements for your certificate program, please [email](mailto:ugradonline@isenberg.umass.edu) us and once we’ve verified that you’ve taken the required courses and received a C or better, your certificate will be processed and mailed to you.

**Get in touch**

Learn more about the certificate program and get in touch with your advisor.

[ugradonline@isenberg.umass.edu](mailto:ugradonline@isenberg.umass.edu) | (413) 577-2760