



Has your student employee attended C.A.S.A.? Sign them up today! C.A.S.A. is a fun, interactive way for student employees to polish their customer service skills and learn the important role they play as an employee of UNT. Training will be provided in the areas of listening, being an ambassador, dealing with difficult situations and respecting others.

**To register: Please complete this form and deliver to the Career Center (Chestnut Hall, Suite 103 or fax to 940-565-4376 or email to [careercenter@unt.edu](mailto:careercenter@unt.edu) ). Confirmation will be emailed to you.**

## Fall 2009 C.A.S.A. Classes

Student employee's name

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Student employee's place of employment

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Student employee's work phone #

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Student employee's e-mail address

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**(Confirmation will be emailed to you)**

Supervisor's name and phone #

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Supervisor's signature

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Supervisor's e-mail address

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**Please INDICATE YOUR FIRST AND SECOND CHOICES of C.A.S.A. training dates. To receive credit for attending, you must attend the entire scheduled session.**

Training programs will be filled on a first come, first serve basis.

**All C.A.S.A. Classes will be held in the classrooms in Chestnut Hall**

_____	Wednesday, September 9 (9 - noon)	Classroom 120B
_____	Thursday, September 10 (12-3 pm)	Classroom 120B
_____	Tuesday, October 20 (9 - noon)	Classroom 120B
_____	Friday, November 13 (9 - noon)	Classroom 120B

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CC Office Use Only:

Date Received \_\_\_\_\_

Confirmation Sent \_\_\_\_\_