

General information: [www.cgs.rutgers.edu](http://www.cgs.rutgers.edu)  
Individual registration information: [marriad@docs.rutgers.edu](mailto:marriad@docs.rutgers.edu)  
N.J. IIMC Institute Director: [pmorley@rutgers.edu](mailto:pmorley@rutgers.edu)

## REGISTRATION INFORMATION

**Enrollment:** A student may enroll in a CGS course in several different ways. Mail-in registrations, faxed registrations, in-person registrations at the CGS offices, and on-line registrations (with credit card or e-check only) are accepted prior to the start of the course. Before a student is officially enrolled in a course, payment must be authorized or secured, and the student must meet all prerequisites associated with the course. A student who has a delinquent account with CGS will not be permitted to enroll in any additional CGS courses until the delinquency is resolved.

Students may now register online with a credit card or e-check. Go to <http://cgs.rutgers.edu> and click on the "Register Now" link in the left column.

In-person registrations at the course location on the night of the first class are considered "walk-ins." Walk-ins are accepted but not encouraged and will be assessed a \$15 late registration fee. In addition, walk-in students must complete an "Agreement-to-Pay Form" and will be contacted by CGS immediately after the first class. Walk-ins must make full payment of all fees or provide a valid purchase order within five business days of the first class. Walk-ins already on financial hold will not be permitted to complete their registration unless the delinquency is resolved.

**Course Fees and Payment:** Payment for a student's participation in a course can be obtained using any of the following four methods:

- 1) Credit card payment by mail, in-person, fax (Visa, Master card, Discover or American Express) or online;
- 2) Check or money order payment by mail or in person;
- 3) Authorized voucher or purchase order received via mail or fax;
- 4) Online with a credit card or e-check (only).

Actual course fees vary per course as courses have different hours of instructional time and the cost of study materials are dissimilar. Upon receipt of a completed registration form and payment, a class space is reserved for the student. Confirmation letters regarding registration will not be sent.

**Late Fees:** Students are required to register for classes before the date of the first class session. Any student who attempts to register on (or after) the day of the first class will be considered a late registrant and will be assessed a \$15 late fee for the processing of the registration.

**Returned Check Fee Policy:** There is a \$25 fee for all checks that are returned to CGS. Failure to pay the fee will prevent future course registrations and the withholding of the course certificate.

**Class Cancellation Policy:** The Center reserves the right to cancel any course or seminar. CGS will notify all students enrolled in a course that has been cancelled and the information will be posted on the CGS website. Students will be given the choice of receiving a full refund for courses cancelled by CGS or the option to enroll in the same or another course in this or the following semester. In the event there is a difference in course fees between the course that was cancelled and the alternate course, an adjustment will be made. A student may not select an alternative course that has a prerequisite if the prerequisite has not been met.

**Withdrawal Policy:** CGS will refund the full course fees minus a \$25 charge for processing to students who notify CGS of their intent to withdraw from a class in writing at least 2 business days before the class is scheduled to start. Failure to notify CGS within that time period will result in forfeiture of all fees.

**Certificates:** These are mailed to students after the successful completion of each course, which is defined as 80% attendance of the class hours, a passing grade (if an examination is required) and full payment of all fees. A permanent record of courses taken is maintained by Rutgers. Certificates will not be issued to students if any fees are outstanding or delinquent.

**RUTGERS**

Continuing Studies

CENTER FOR GOVERNMENT SERVICES  
Rutgers, The State University of New Jersey  
303 George Street, Suite 604  
New Brunswick, NJ 08901-2020

CENTER FOR  
GOVERNMENT SERVICES

International Institute  
of Municipal Clerks

**ATHENIAN DIALOGUE**

**JUNE 6, 2014**



**RUTGERS**  
Continuing Studies

# LEAN IN: WOMEN, WORK AND THE WILL TO LEAD

“Lean In” is the book title of the chief operating officer at Facebook, Sheryl Sandberg, which focuses on work and the will to lead. “It’s a jungle gym, not a ladder” aptly describes most professional experiences that the book is based upon.

Led-discussions will explore the role of normative privilege and gender politics within your municipal office and throughout your municipality. Explore and master gender problems at work – invisible barriers and self-sabotage.

Participants will discuss commonsense solutions that can empower municipal clerks to achieve their full potential and live more satisfying and balanced lives –both at work and at home.

This session will give you an opportunity to truly reflect on your internal dialogue related to authority, control, power and leadership. Finally, the book challenges readers to examine the role women play in three core areas: expanding intellectual curiosity, economic growth, and community advancement.

Purchase and read this book before we meet.

**Date:** June 6, 2014

**Course Fee:** \$150

**Location:** Center for Government Services, 303 George Street, 6th floor, New Brunswick, NJ 08901

**Parking:** Free in adjacent lot

**Times:** 9:30am – 4 pm

**Credits:** Approved for MMC, CMC and NJ RMC recertification

Contact 732-932-3640, x648 for further information.

Only 15 seats available.



**PLEASE PHOTOCOPY THIS FORM FOR MULTIPLE REGISTRATIONS**

## GENERAL INFORMATION

If home or employer information has changed since your last registration, check here.

Last Name \_\_\_\_\_

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Gender  Female  Male

Employer \_\_\_\_\_

Title \_\_\_\_\_

### Business Address

Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

### Home Address

Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

### Phone Numbers (required – check box for preferred)

Mobile \_\_\_\_\_  Home \_\_\_\_\_

Work \_\_\_\_\_ Extension \_\_\_\_\_

E-mail (required) \_\_\_\_\_

Mail registration form and payment to:  
**MUNICIPAL CLERK PROGRAM / IIMC**  
**CENTER FOR GOVERNMENT SERVICES**

Rutgers, The State University of New Jersey  
303 George Street, Suite 604  
New Brunswick, NJ 08901-2020  
or fax to 732-932-3586.

## COURSE INFORMATION

I wish to register for (*check all that apply*):

**Athenian Dialogue / LEAN IN** \$150

(Course # MC-4091-SP14-2)

**CMC & MMC levels earn 3 IIMC credits.**

NJ RMCs receive six DCA recertification credits.  
Non-IIMC clerks may register.

## PAYMENT INFORMATION

You may register online with credit card or e-check. See back panel for more details. Check, voucher, or credit card information must accompany registration form. Make check or voucher payable to: Rutgers, The State University of New Jersey and send to above address. There is a \$25 fee for course withdrawals and/or returned checks.

Check  Voucher

VISA  MasterCard  AmEx  Discover

Total Amount \$ \_\_\_\_\_

Credit Card # \_\_\_\_\_

Expiration Date \_\_\_\_\_ Security Code \_\_\_\_\_

Signature \_\_\_\_\_