

**HOW TO GET A MINOR
IN
HUMAN RESOURCES MANAGEMENT**

1) Go to Advising in CBA-105, (Phone: 562-985-4514). Fill out a Pre-approval for a Business Minor form

2) After you have the Pre-approval for a Business Minor form stamped by the Advising Center,

Fill out the top portion of the “Program for the Minor in Human Resources Management” form (included with this instruction sheet)

3) Take **both** forms to the HRM Advisor:

Dr. Judy Strauss
(562)-985-7966 jstrauss@csulb.edu

Dr. Strauss will go over the forms with you and make suggestions for your program. After the “Program for the Minor in Human Resources Management” form is filled out and **signed by both you and Dr. Strauss:**

Make a copy of both forms (Pre-approval form & Program for Minor in Human Resources Management form) and bring them to the ASC Office (CBA 321).

4) **YOU ARE NOW AN HRM MINOR!**

Program for the Minor in Human Resources Management

(MGMTUM01) ←Minor Code

Prior to submitting this form, students must be approved by the CBA Admissions and Advising Center - CBA-105 as eligible for an HRM Minor.

An HRM minor consists of a minimum of 18 units which must include HRM 360 and 361 and a minimum of 12 units selected from HRM 440, 445, 446, 458, 460, 462, 463, 465, and 495 as approved by the HRM area of the Management/HRM Department. In some instances a student may be permitted to substitute a maximum of six units of appropriate and related courses from other academic areas for courses in the above list with the approval of the area advisor.*

Name _____ Date _____

Address _____ Student No. _____

City _____ Zip _____ Phone No. _____

Major _____ Expected Date of Graduation _____

Class Standing: Junior _____ Senior _____

has elected to pursue a Minor in Human Resources Management. The Minor in Human Resources Management will be recognized as fulfilled when the above named student has completed satisfactorily the following courses.

Department Course

HRM 360 Organizational Behavior 3 Units

HRM 361 Managing HR in Organizations 3 Units

“ _____ **3 Units**

“ _____ **3 Units**

“ _____ **3 Units**

“ _____ **3 Units**

Note: If a student changes this contract by registering in another HRM course, the student must file a “Request for Adjustment of Academic Requirements” in the Department Office.

** Major department courses may not be used for the minor.*

Accepted _____ Student Signature

Accepted _____ HRM Area Faculty Member