

**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)

Pick up the “Major Change/Declaration” form from Enrollment Services office if you do not already have one.

3) Take **all three** forms to the HRM Advisor:

Dr. Jonathan Monat CBA-312  
(562)-985-4757 [monat@csulb.edu](mailto:monat@csulb.edu)

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

**Make a copy of all three forms and bring them to the Dept. office (or the department office will make copies from your originals).**

4) Deliver the original “Major Change/Declaration” to Enrollment Services/Admissions and Records, BH 101 and keep the original contract and pre-approval form for your records.

5) 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