



Student Catalog

**SHRM Certified Professional / SHRM Senior
Certified Professional
(SHRM-CP/SHRM-SCP)**



General Information

Morgan International

Factory 4376, Block B, 1st Floor
Jisr El Wati, Off Corniche du Fleuve
Palais de Justice Sector - Beirut, Lebanon

Program Objectives & Overview

SHRM Exam Review:

Morgan has partnered with SHRM to offer an interactive and comprehensive study experience combining powerful practice tools with expert instruction for rigorous preparation.

Morgan offers the SHRM-CP/SCP exam review courses in the following study formats for both business to business and business to consumer channels:

- **Live** – (available in specific cities) The live classroom format offers a structured schedule and live personal interaction with instructors and peers. Students can ask questions, get study tips and instructor support, along with accessing all the study tools available in the self-study software.
- **Live Online** – Morgan’s Live Online course lectures provide the same structured schedule and real-time access to instructors, but in a virtual classroom format available anywhere in the world with reliable internet access
- **Self-Study Online** – The SHRM Learning System provides comprehensive, flexible, and effective SHRM-CP and SHRM-SCP exam preparation. Real-life situations that require decision-making skills are incorporated into the online learning modules in addition to study tools to help you better understand, apply, and engage with behavioral competencies and HR knowledge.

Morgan’s SHRM-CP/SCP Exam Review courses are not required to be eligible to take the SHRM exam. While students may opt to complete all available course modules, this program is designed to help students identify and focus on areas where supplemental study will increase likelihood of passing the SHRM-CP/SCP exam. Therefore, Morgan does not issue course grades, track academic progress nor award a degree or diploma at course completion.

SHRM-CP/SCP Review Course Descriptions

This course prepares students to pass the SHRM-CP/SCP exam. Topics include Leadership, Business, Interpersonal, People, Organization and Workplace.

Eligibility to Sit for the SHRM-CP / SCP Exam:

The SHRM-CP/SCP exam and credential are administered by the SHRM. The SHRM publishes its eligibility requirements to earn the SHRM-CP/SCP credential on their website. It is the SHRM-CP/SCP Exam candidate’s responsibility to determine whether the SHRM requirements to earn a SHRM-CP / SCP credential have been met. SHRM-CP/SCP Exam review courses are

not required to be eligible to sit for the exam and are solely intended to help a student prepare for the exam through supplemental review material.

Learn more about the SHRM Exam eligibility requirements by visiting:
<https://www.shrm.org/certification/apply/eligibility-criteria/Pages/default.aspx>

Policies

Access to the online learning center is valid for 18 months from the date of purchase. Access is granted to the original purchaser only as a Limited License and grants that user a limited, non-exclusive, non-transferable personal license to access and use the online learning center in the SHRM Learning System.

Cancellations and Refunds

Termination Right

The candidate may cancel the enrolment however, whether the candidate receives a refund is based on the Refund Policy set forth below. No termination will be accepted after the first lecture of the course.

Refund Policy

Requests for a refund must be made in writing explaining the reasons for cancellation before the second lecture of the course. Refund will be issued, after deducting any non-refundable fees within thirty days from request.

Refunds are only issued for the full bundle purchased and are not subject to partial refunds based on lack of utilization of bundle features, such as Live or Live Online instruction or tutoring. Each completed course or webcast will be assessed at the existing “per course” rate and deducted from the refund amount.

All terminations and requests for refunds must be made in writing to the local office.

Refunds for Programs Which Include Printed Materials

Upon notice of cancelation, if the course included printed materials (i.e., textbooks and/or flashcards), the candidate must return all printed materials within ten (10) business days from the date of cancellation to receive the refund. Upon receipt of such printed materials, refund for tuition will be issued, after deducting any non-refundable fees outlined below, within thirty (30) days.

The shipping costs to return printed materials is the sole responsibility of the candidate. All textbooks should be returned to the local office.

For the avoidance of doubt, any content the candidate printed or materials the candidate downloaded related to any program may not be transferred or sold to another person.

Student Feedback

Candidates may send comments or complaints regarding the course, instructors or any other feedback on customersupport@morganintl.com

Academic Policies

SHRM-CP/SCP Exam Review:

Entrance Requirements

Any student may purchase the SHRM-CP/SCP Exam Review course at any time and there are no prerequisites or entrance requirements. There are no deadlines for purchasing the course.

Previous Credit

Morgan is not a degree or diploma granting institution and does not grant credit for previous education, training, or experience.

Academic Progress and Certificates of Attendance

The purpose of Morgan is to prepare students for the corresponding licensure exam. Therefore, while Morgan does provide visibility to individual course progression through the course software, Morgan does not issue grades, track formal academic progress, nor award degrees or diplomas at course completion. Completion of the program is not required to be eligible to sit for the corresponding licensure exam. Certificates of attendance for exam review programs may be requested for individual purposes (such as employer verification).

Attendance

Viewing pre-recorded lectures in the Learning Management System or attending Live or LiveOnline lectures is encouraged as an essential component of preparing for the Exam, but is not required, as Morgan does not track standards of academic progress.

Publicity Waiver & Release Disclosure

By enrolling in this course, the student:

(1) grants to Morgan its parent, subsidiary and affiliated companies, agents, licensees, and designees, including their successors and assigns, the absolute, royalty free, irrevocable, worldwide, right and permission, with respect to any testimonial (written or oral), photographs, film, video or other images, or sound recordings taken by Morgan:

- (a) To use, re-use, publish, re-publish, copy, modify, display, and create derivative works in whole or in section, individually or in conjunction with other photographs, images, recordings, or testimonials in any medium (including without limitation, in print and on the Internet) and for any purpose whatsoever, including, without limitation in advertising, marketing, publications, electronic distribution, and the Internet and for any other commercial purpose; and

(b) To use the student's name in connection therewith if Morgan so chooses; and

(c) To copyright the same in the name of Morgan, or any other name that Morgan may choose.

(2) waives all rights to such photographs, film, video or other images, soundrecordings, or testimonial and assigns all such rights to Morgan.

If the student is under the age of 18, the parent or legal guardian's signature indicates that he/she and the student have read, understand, and agree to be bound by the terms of this disclosure.

The student understands that there will be no compensation for the permitted use of any testimonial (written or oral), photographs, film, video or other images, or sound recordings taken by Morgan or of the student's name.

The student releases and discharges Morgan, its successors, assigns and any designee (including any agency, client, broadcaster, periodical, or other publication) from all claims and demands arising out of or in connection with the use of such photographs, film, video or other images, soundrecordings, or testimonial, including but not limited to any claims for defamation, invasion of privacy, right of publicity, emotional distress, or any similar right. Furthermore, the student represents and warrants that any testimonial given is original and does not infringe upon copyright or proprietary rights of another person or entity.