

Open University Registration Fall 2009

Register from
September 24 - October 16, 2009

Last week to add with a late fee of
\$25.00 is October 19 - 23, 2009

Fees*: Undergraduates: \$242.00 per unit
 Credential Students: \$253.00 per unit
 Postbaccalaureate/Graduate Students: \$264.00 per unit

Regular Hours

Monday through Friday: 8:00 a.m. - 5:00 p.m.

Extended Hours

Saturday, September 26, 2009, 8:30 a.m - 1:00 p.m

* Fees subject to change without notice.

How To Register

Fill out this form and go to the first meeting. Obtain the instructor's signature and department approval stamp. (Note that some academic departments close at noon on Fridays. Do not plan to complete Open University Registration on Friday afternoons.) If you wish to audit or take classes for credit/no-credit, go to The Golden Eagle, Room 211, and seek approval before paying for the course.

NOTE: Matriculated Cal State L.A. students may not enroll through Open University.

For 500 level (graduate) courses, i.e. ACCT 500, CHEM 510, etc., a permission memo signed by the department chair is required for enrollment. Submit this memo along with your completed registration form.

Refund Information

After you submit a "DROP Request" at Enrollment Services, Admin 146, file a Refund Request form, available at the Extended Education Office.

At least 24 hours before first class	Fee minus \$10.00
First three weeks of quarter	65% of fees
Fourth week and after	No refund

Enrollment Procedures:

1. Bring the COMPLETED registration form to the Division of Extended Education for processing. We are located on the second floor of the Golden Eagle Building, Room 211. Make sure you have obtained the Instructor's signature and the departmental approval stamp.
2. If paying with VISA or MasterCard, you must pay at the Division of Extended Education.
3. If paying with cash or check, you must pay at the Cashier's Office, which is located on the first floor of the Administration Building, Room 128. Office hours are: Monday to Thursday, 8:00 a.m. to 6:00 p.m., Friday, 8:00 a.m. to 5:00 p.m.
4. You may also enroll by mail. Mail your COMPLETED registration form to:

The Division of Extended Education
 Golden Eagle Building, Room 211
 Cal State L.A.
 5151 State University Dr.
 Los Angeles, CA 90032-8619

Please complete entire registration form before submitting with payment.



California State University, Los Angeles • Division of Extended Education Registration Form
 5151 State University Drive, Los Angeles, CA 90032-8619 Please Print Quarter **Fall** Year **2009**

Class #	Dept/Course No.	Section	Item Type	Units	Course Title	Instructor's Signature	Dept. Approval Stamp	Fee
			31681					
			31681					
			31681					

Do you have a bachelor's degree? Yes No If yes: Year Completed _____ Institution _____ **TOTAL \$**

Do you intend to pursue a credential? Yes No A graduate degree? Yes No

Student signature _____ Date ____/____/____

CIN # _____ Birthdate ____/____/____ Gender M F

Last name _____ Please Print First name _____ List other name(s) at CSULA _____

Street address _____ City _____ State _____ Zip _____

E-mail address _____ Day telephone (____) _____ Evening (____) _____

U.S. Citizen/Permanent Resident Visa Status (If you checked Visa Status, complete the following.) Type of Visa: F- B Other _____

Payment (please check one) Cash Check/Money order MasterCard VISA

For **Extended Education Use Only**

For **Cashier's Use Only**

NOTE: Process *only* with Extended Education's approval stamp above.

Cal State L.A. • Division of Extended Education • Payment Authorization

Name _____ Last _____ First _____ M.I. _____ CIN # _____

Credit card number _____ Exp. Date _____ Amount \$ _____

Authorized Card Holder* _____ Auth. Card Holder's Signature _____ Date ____/____/____

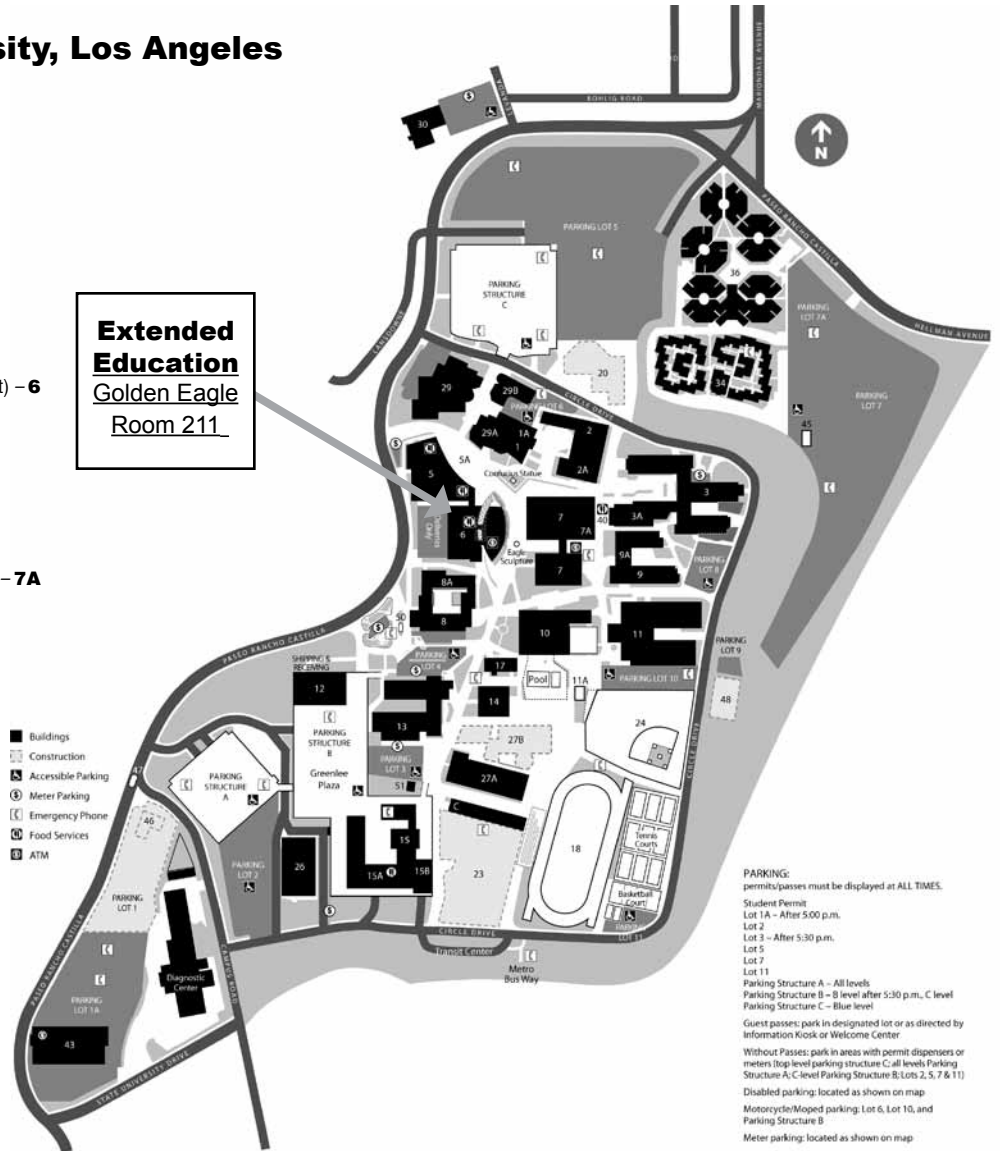
*Please print as name appears on card.



California State University, Los Angeles

- Administration – 8
- Anna Bing Arnold Children's Center – 30
- Applied Gerontology Institute – 15
- Arena Theatre – 2A
- Biological Sciences – 13
- Bungalows – L, Q, T, W, X
- Career Development Center – 17
- Corporation Yard – 23
- Dolcini (food services) – 40, 15A
- English Language Program – 6**
- Engineering and Technology – 11
- Extended Education – 6**
- Fine Arts – 9
- Fine Arts Gallery – 9A
- Golden Eagle (Bookstore, Conference Center, Food Court) – 6
- Gymnasium (Eagles Nest) – 10
- Hertzberg-Davis Forensic Science Center – 43
- Hydrogen Fuel Station – 48
- Intimate Theatre – 29B
- Jesse Owens Track and Field – 18
- Kennedy Library – 7
- King Hall – 3
- King Hall Lecture Halls I, II – 3A
- Los Angeles County High School for the Arts (LACHSA) – 7A
New Facility – 20
- Luckman Gallery – 29A
- Luckman Theatre – 29
- Marc and Eva Stern Math and Science School – 26
- Music – 2
- Music Hall – 1A
- NASA SPACE Lab – 11A
- Physical Sciences – 12
- Public Safety/Parking Services – C
New Facility – 46
- Reeder Field (Baseball) – 24
- Salazar Hall – 15A
- Shipping and Receiving – 12
- Simpson Tower – 15
- State Playhouse – 1
- Student Affairs (Admissions) – 8A
- Student Health Center – 14
- Student Housing Complex
Phase I – 34, Phase II – 36
- University Police – C
- University-Student Union – 5
- Wallis Annenberg Integrated Sciences Complex:
La Kretz Hall – 27A
Wing B – 27B

Extended Education
Golden Eagle
Room 211



Eligibility Requirements for Open University

Enrollment is on a space available basis with the consent of the instructor and academic department. Up to 36 quarter units of credit earned through Extension may be applied to a bachelor's degree and up to 13 units of departmental pre-approved upper division units may apply toward a master's degree program at Cal State L.A. Registration via Open University Enrollment does not constitute admission to Cal State L.A. as a matriculated (regular) student.

- Credit card payments declined by National Data, dishonored checks and/or registration forms received after the above date will be returned as invalid (including those returned for insufficient information and incorrect fees). Method of repayment must be in cash. Repayments and pre-approved late payments will be charged an additional \$25.00 late fee. A "Stop Payment" on a check does not constitute an official withdrawal nor does it relieve the student's financial obligation for the course, taken or not.
- Registration through the Open University program is not considered complete until all payments have cleared the bank. NSF check and credit card payments that are not resolved upon notification will subject students to financial holds preventing release of grades or University records. Extended Education is not responsible for registration forms not received by the appropriate deadline.
- It is the responsibility of each student to comply with the policies and procedures of Extended Education and those of Cal State L.A. Failure to follow policies and procedures will result in loss of fees and credit.
- Non-matriculated students must purchase parking permits at Cashier's Office, Administration 128.

All class prerequisites must be met unless they have been waived by the respective academic department. Students may be disenrolled if requirements are not met.

Students may not enroll through Open University enrollment for directed study, independent study, research, field work cooperative education, thesis classes or courses with the suffix R.

All Open University enrollment students must comply with University and department policies and regulations regarding withdrawal/drop procedures, grading, and student conduct, except as noted elsewhere on this form. The maximum number of units allowed per student is 18 per quarter.

Disqualified students may not enroll through Extended Education until two full quarters elapse since disqualification. This time lapse policy also pertains to returning students.

In compliance with the Americans with Disabilities Act (ADA), the University provides reasonable accommodation to facilitate the participation of covered individuals with disabilities.

I understand that if I am currently a matriculated student (officially accepted and registered) at Cal State L.A., I am not eligible to enroll for Cal State L.A. courses through Extended Education. I further understand that I will forfeit the units, grade points, and registration fees to which I might otherwise be entitled.

I have read and understand the above rules and procedures that govern Open University enrollment.