

Open University Registration Winter 2012

Register from January 9 - January 27

Last week to add with a late fee of \$25.00 is
January 30 - February 3, 2012
Registrations will not be accepted
after February 3, 2012

Fees*: Undergraduates: \$334.00 per unit
Credential Students: \$378.00 per unit
Postbaccalaureate/Graduate Students: \$397.00 per unit

Regular Hours

Monday through Thursday: 8:00 a.m. - 6:00 p.m.; Friday: 8:00 a.m. - 5:00 p.m.

Extended Hours

Saturday, January 14, 2012, 8:30 a.m - 1:00 p.m

* The CSU makes every effort to keep student costs to a minimum. However, fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. CSU has reserved the right, even after initial fee payments are made, to increase or modify listed fees, without notice, until the date when instruction for a particular semester or quarter has begun.

How To Register

Complete 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 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.

Any 0-unit course taken through Open University or Special Session will be assessed a minimum 1-unit fee.

Enrollment Procedures:

1. Bring the COMPLETED registration form to the College of Extended Studies and International Programs (CESIP) 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 College of Extended Studies and International Programs.
3. If paying with cash or check, you will need to bring the completed form to CESIP for initial processing. You will be instructed to go to Cashier's for payment. The Cashier's Office 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.

Refund Information

Refund Request Forms, as well as the Drop Request Form, are available in CESIP, Golden Eagle, Room 211. Follow usual University drop procedures. Both forms must be completed and submitted to CESIP. Allow 4-6 weeks for processing.

Drop Period for Prorated Refund	January 9 - February 23	Fee less \$10.00
Late Registration (\$25)	No Refund	None
Writing Proficiency Exam (\$115)	No Refund	None
Dishonored Check (\$25-\$35)	No Refund	None

Please complete entire registration form before submitting with payment.

Cal State L.A. California State University, Los Angeles • College of Extended Studies and International Programs (CESIP)
5151 State University Drive, Los Angeles, CA 90032-8619 Please Print Quarter Winter Year 2012

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

List all course components (activity, recitation, lab, etc). Each component requires instructor signature and department stamp.

TOTAL \$

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

Do you intend to pursue a credential? Yes No A graduate degree? Yes No A Certificate Yes No Program Name _____

Student signature _____ Date ____ / ____ / ____ Gender M F

CIN # _____ Date of Birth (mm/dd/yyyy) _____ List other name(s) at CSULA Please Print _____

Last name Please Print _____ First name Please Print _____

Street address _____ City _____ State _____ Zip _____

E-mail address _____ Contact Phone Number _____

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

Cal State L.A. • College of Extended Studies and International Programs • Payment Authorization

Last Name _____ First Name _____ Date ____ / ____ / ____

Credit card number _____ Security Code _____ Exp. Date mm/yyyy _____

\$ _____
Amount

For CESIP Use Only

For Cashier's Use Only

NOTE: Process only with CESIP's approval stamp above.

Refund Policy for Open University Registration Winter 2012

Students enrolled in courses and programs offered through the College of Extended Studies and International Programs (CESIP), including Open University, are entitled to a refund when they follow the established campus procedures to drop classes or withdraw from a program. CESIP's policies and procedures for refunds are described below.

CESIP Refund Policy

Students must officially drop a course to receive a pro-rata refund of registration fees based on University guidelines. The pro-rata refund is based on the date on which the Drop Request Form and Request for Refund Form is received in the College. Last day of submission for a drop and refund is February 23, 2012.

Students who withdraw after February 23, 2012, will not be eligible to receive a refund of registration fees and will be responsible for 100% of fees for the term.

A \$10.00 administrative fee will be withheld from all refunds unless withdrawal is the result of a campus regulation, compulsory military service, disability, death of the student or class cancellation by CESIP.

Refund checks will be mailed to the address noted on the Course/Program Withdrawal and Request for Refund Form. The refund checks are mailed approximately two to four weeks after the request is received by the College.

To recap for the Winter 2012 term:

Jan. 9 - Jan. 27, 2012	Add Period. Instructor's signature and department stamp are required.
Jan.30 - Feb.3, 2012	Add with a \$25 late fee.
Jan. 9 - Feb.23, 2012	Add/Drop Period. Students who drop a class or withdraw from a program to reduce their "unit load" are eligible to receive a prorated refund.
February 23, 2012	Last day for submitting form to receive a <u>prorated</u> refund.

To view the Winter 2012 Proration Refund Table, please visit Disbursement Office's web page <http://www.calstatela.edu/univ/sfinserv/disb.php> and click on *Disbursement Office*.

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. CESIP 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 CESIP and those of Cal State L.A. Failure to follow policies and procedures will result in loss of fees and credit.

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 CESIP until one full quarter elapses 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.