

California State University, Los Angeles

College of Extended Studies and International Programs

Spring 2011 Schedule of Classes





From the Dean

I am pleased to present the Spring 2011 Catalog for the College of Extended Studies and International Programs at California State University, Los Angeles.

Our state and nation now more than ever need to offer workforce development training opportunities for our citizenry, and we in Extended Studies are doing our part by offering a range of professional training programs. In addition to programs for those interested in music, we also provide training in the areas of law, medicine, business, and financial planning.

Online courses are available in a wide range of subject areas, and the College of Extended Studies and International Programs also provides a means for enrolling in regular non-restricted Cal State L.A. classes on a space-available basis.

Going forward, our goals are set high. We expect to increase the number and types of graduate and post-baccalaureate training programs available through our College, and we are currently working to expand the types of professional development courses offered. These are exciting times for Extended Studies at Cal State L.A., and we hope you will join us by enrolling in one of our courses.

I invite you to learn more about the many training opportunities, programs, and services we offer by visiting our website at www.calstatela.edu/extension or by calling us at (323) 343-4900. Please note that we are currently planning to hold a Summer Special Session term, and you can find out more about the summer offerings by clicking on the Summer Special Session 2011 button on our website. We welcome your comments and suggestions.

Jose L. Galvan, Ph.D.

Dean

College of Extended Studies and International Programs





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For additional information visit us at

www.calstatela.edu/extension

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Changes in Rules and Policies

Every effort has been made to ensure the accuracy of the information in this Bulletin of Classes. Students and others who use this catalog should note, however, that laws, rules, and policies change from time to time and that these changes may alter the information provided herein. More current or complete information may be obtained from the College of Extended Studies and International Programs (CESIP), The Golden Eagle Building, 2nd floor, Room 211. College of Extended Studies and International Programs (CESIP), California State University, Los Angeles (CSULA), reserves the right to withdraw or modify the courses of instruction, including the course fees, meeting dates, times, locations, and/or instructors, as necessary.

Spring 2011 At A Glance

| PROGRAM/COURSE TITLE | DEPT/ COURSE NO. | SEC.# | ITEM | CEUs/ UNITS | DATES | FEES/ QC FEES | DAYS | TIME | INSTRUCTOR | LOCATION |
|---|-------------------------------|-----------|--------------|----------------|---------------------------------|------------------|------------|---------------------------------|--------------------|---------------------|
| If you don't receive your payment confirmation from us by the first class meeting, attend class and sign the roster. Call Extended Studies at (323) 343-4900, 24 hours before the first class meeting to make sure that you are enrolled in class. | | | | | | | | | | |
| Accounting and Tax Seminars | | | | | | | | | | |
| Accounting and Tax-Full Week | C113269 | | | 40 CPE Hrs | 4/23-5/21 | \$700 | Sat | 8:30am-4:00pm | Lau | CSULA-SHC163 |
| Accounting and Tax-All Day | C113269 | | | 8 CPE Hrs | 4/23-5/21 | \$150 | Sat | 8:30am-4:00pm | Lau | CSULA-SHC163 |
| Accounting and Tax-Half-Day | C113269 | | | 4 CPE Hrs | 4/23-5/21 | \$90 | Sat | 8:30am-12:00pm; 12:30-4:00pm | Lau | CSULA-SHC163 |
| Certified Employee Benefit Specialist Program | | | | | | | | | | |
| Employee Benefits: Concepts and Health Care Benefits | N113540 | | | 3 CEUs | 5/7-6/18 (no mtg.5/28) | \$335 | Sat | 9:00am-2:00pm | Lebit | CSULA-GE 219 |
| Certificate in Business Management Program | | | | | | | | | | |
| Business Finance and Law | FIN 500 | 70 | 31542 | 4 units | 3/28-6/11 | \$1,288 | 24/7 | | Yi | Online |
| Marketing Principles and Concepts | MKT 500 | 70 | 31542 | 4 units | 3/28-6/11 | \$1,288 | 24/7 | | Stretch-Stephenson | Online |
| CFP Certification Education Program | | | | | | | | | | |
| Principles of Estate Planning | D 750 | | | 4.5 CEUs | | | | Self-paced | | Online |
| Investment Planning | D 751 | | | 4.5 CEUs | | | | Self-paced | | Online |
| Risk Management and Insurance | D 752 | | | 4.5 CEUs | | | | Self-paced | | Online |
| Retirement Planning | D 753 | | | 4.5 CEUs | | | | Self-paced | | Online |
| Tax Management and Strategy | D 754 | | | 4.5 CEUs | | | | Self-paced | | Online |
| Education-To-Go Training Courses | | | | | | | | | | |
| | www.ed2go.com/csula | | | | 4/20; 5/18; 6/15 | | 24/7 | | | Online |
| Gatlin Education Services | | | | | | | | | | |
| | www.gatlineducation.com/csula | | | | 24/7 | | 24/7 | | | Online |
| Legal Interpretation and Translation: English-Spanish | | | | | | | | | | |
| Contrastive Grammatical Analysis of Eng & Span | ML 790A | 50 | 31591 | 4 units | 4/2 - 6/11 | \$600 | Sat | 8:00am-12:00pm | Sills | CSULA-SHC243 |
| Trans. & Interp: Elements & Methods | ML 790B | 50 | 31591 | 4 units | 4/2 - 6/11 | \$600 | Sat | 8:00am-12:00pm | Hernandez | CSULA-SHC236 |
| Trans. & Interp. Criminal Proceedings | ML 791A | 50 | 31591 | 4 units | 4/2 - 6/11 | \$600 | Sat | 8:00am-12:00pm | Parker | CSULA-SHC258 |
| Trans. & Interp. Criminal Proceedings (Advanced) | ML 791B | 50 | 31591 | 4 units | 4/2 - 6/11 | \$600 | Sat | 9:00am-1:00pm | Rankin | CSULA-SHC138 |
| Trans. & Interp. Civil Matters | ML 792A | 50 | 31591 | 4 units | 4/2 - 6/11 | \$600 | Sat | 8:00am-12:00pm | Rivero | CSULA-SHC339A |
| Trans. & Interp. Civil Matters (Advanced) | ML 792B | 50 | 31591 | 4 units | 4/2 - 6/11 | \$600 | Sat | 8:00am-12:00pm | Estevez | CSULA-SHC266 |
| Lab Practicum for Legal Interpreting Exams | ML 793 | 50 | 31591 | 4 units | 4/2 - 6/11 | \$600 | Sat | 1:00pm-5:00pm | Torres | CSULA-SHC170 |
| Intro to Medical Interpreting [*not part of Certificate Program] | ML898 | 50 | 31591 | 3 units | 4/2 - 6/11 | \$450 | Sat | 1:00pm-4:00pm | Hernandez | CSULA-SHC236 |
| Paralegal Studies Program | | | | | | | | | | |
| Westlaw Access Required Quarterly Materials Fee | | | 31586 | | | \$ 40 | | | | |
| The Role of the Paralegal | PLS750 | 50 | 31561 | 4 Units | 3/30-6/8 | \$600 | W | 6:15pm -10:00pm | Pace | CSULA-GE214 |
| Legal Writing | PLS753 | 50 | 31561 | 4 Units | 3/28-6/6 (no mtg.5/30) | \$600 | M | 6:15pm -10:00pm | Hong | CSULA-GE214 |
| Law Office Technology | PLS755 | 50 | 31561 | 4 Units | 3/28-6/6 (no mtg.5/30) | \$600 | M | 6:15pm -10:00pm | Winston | CSULA-SHC363 |
| Civil Procedures I | PLS760 | 50 | 31561 | 4 Units | 4/7-6/9 | \$600 | Th | 6:15pm -10:00pm | Wiggins | CSULA-KHB4014 |
| Civil Procedures III | PLS762 | 50 | 31561 | 4 Units | 4/1-6/10 | \$600 | F | 6:15pm -10:00pm | James | CSULA-SHC138 |
| Corporate Law for the Paralegal II | PLS767 | 50 | 31561 | 4 Units | 3/29-6/7 | \$600 | T | 6:15pm -10:00pm | Aragon | CSULA-SHC136 |
| Practicum: Pub. Or Priv. Sect. | PLS782 | 50 | 31561 | 4 Units | TBA | \$600 | TBA | TBA | Lucy | CSULA-TBA |
| Test Preparation Courses | | | | | | | | | | |
| California Subjects Exam for Teachers (CSET) Multiple Subjects | N113106A | | | | 4/10,17; 5/1 (no mtg. 4/24) | \$415 | Sun | 9:00am-5:00pm | Staff | CSULA-SHC173 |
| | N116106A | | | | 8/14,21,28 | \$415 | Sun | 9:00am-5:00pm | Staff | CSULA-TBA |
| California Basic Educational Skills Test (CBEST) Written or Computer-Based | N116101A | | | | 7/17,24,31 | \$295 | Sun | 9:00am-3:00pm | Staff | CSULA-TBA |
| Graduate Management Admission Test (GMAT) | N116102A | | | | 6/18,25;7/9,16 (no mtg. 7/2) | \$425 | Sat | 9:00am-3:00pm | Staff | CSULA-TBA |
| Graduate Record Exam (GRE) | N116112A | | | | 6/18,25;7/9,16 (no mtg. 7/2) | \$425 | Sat | 9:00am-3:00pm | Staff | CSULA-TBA |
| Reading Instruction Competence Assessment (RICA) | N113100A | | | | 5/21; 6/4 (no mtg. 5/28) | \$250 | Sat | 9:00am-3:00pm | Staff | CSULA-SHC173 |



Business

Accounting and Tax 6

Certified Employee Benefit Specialist
Certificate Program 7

Online CFP Certification
Education Program 8

Accounting and Tax Seminars

This set of Accounting and Tax Seminars brings together experts in financial accounting, audit, tax, managerial accounting, current issues and hot topics in the field. Professional presentations focus on issues of direct concern to Los Angeles area professionals and are given by carefully selected, top-quality speakers. The seminars are coordinated by a distinguished professor of Accounting at CSULA, who is an expert on regulatory requirements for the California Board of Accountancy and the State Bar. The seminars are ideal for accountants, attorneys, auditors, and pension specialists seeking Continuing Professional Education (CPE) and Minimum Continuing Legal Education (MCLE) credits. The seminars are scheduled five consecutive Saturdays, 4 times a year. The sessions are annually reviewed and updated by our advisory board of eminent CPAs and attorneys.

Dr. Richard Lau is a Professor in the Department of Accounting at CSULA. He received his doctorate from the University of Louisiana in accounting. He has 19 years of teaching experience and has been the Program Coordinator for the Accounting and Tax Seminars for ten years at the Division of Extended Education at CSULA.



Further Information call

Alice M. Gutierrez
Coordinator, Professional Development
(323) 343-4916; Main Office (323) 343-4900
agutier@cslanet.calstatela.edu
www.calstatela.edu/extension

SPRING 2011 SEMINARS

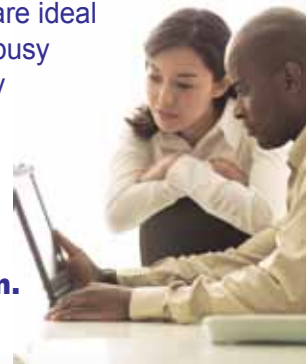
Annual Filing Season Update

Course No. C113269 40 CPE Hours
Saturdays, April 23 - May 21
8:30 a.m. – 4:00 p.m.
CSULA - Salazar Hall C163
Fee \$700 (Five Saturdays / 40 CPE Hours)
 \$150 (One Day / 8 CPE Hours)
 \$ 90 (Half Day / 4 CPE Hours)

Online Certificate Program in Business Management

This online certificate provides basic skills across a spectrum of business disciplines. The courses in this certificate program are ideal for the working adult on a busy schedule dictating flexibility and convenience.

For more information, see page 18 of our Online Program section.



Certified Employee Benefit Specialist (CEBS) Certificate Program

This program is designed for those seeking a new career path in human resource management, or those working in human resources who are interested in advancing into managerial positions through the Certified Employee Benefits Specialist (CEBS) certification.

The program enables you to develop new skills and obtain current up-to-date information in your existing human resource management position. It will help you enhance your existing human resource expertise in group benefits, retirement plans or compensation management.

The program is offered in cooperation with the Wharton School of the University of Pennsylvania, an industry leader in employee benefit and compensation education. Only eight courses are required to obtain the CEBS certification.

Further details:

Alice Gutierrez, (323) 343-4916,
agutier@cslanet.calstatela.edu

Certificate program includes the following courses:

Employee Benefits: Concepts and Health Care Benefits; Employee Benefits: Design, Administration and Other Welfare Benefits; Retirement Plans: Basic Features and Defined Contribution approaches; Retirement Plans: Defined Benefit Approaches and Plan Administration; Human Resources and Compensation Management; Compensation Concepts and Principles; Asset Management; Health Economics; Executive Compensation and Compensation Issues; Personal Financial Planning 1: Concepts and Principles; Personal Financial Planning 2: Tax and Estate Planning Techniques

"The CEBS courses are very helpful to me and my career. They provide a useful baseline of knowledge in meeting with clients as well as developing programs and materials. CEBS courses provide structure and discipline, keeping me on course to study and take the CEBS examinations in a timely manner."

Dan Keenan
Senior Vice President
Keenan Financial Services



SPRING 2011 COURSE

Employee Benefits: Concepts and Health Care Benefits

The coverage of health care benefits begins with a discussion of the environment of health care and health care plans, followed by health plan designs and cost-control techniques. The course also covers the managed care spectrum and managed care plans, as well as maintaining and improving employee health. Dental plans and specialized benefits—behavioral health, prescription drugs, vision, and hearing care plans—also are covered as is the timely topic of consumer-driven health plans, including health reimbursement accounts and health savings accounts. The course concludes with an overview of fiduciary liability and ethical responsibility.

The first two assignments of GBA 1 set the stage for the study of employee benefits to be pursued in the remainder of GBA 1 and 2 by examining the employee benefit environment, the functional approach to benefit planning, and risk management and insurance techniques in employee benefits. Much of this introductory material encompasses retirement plans, covered in RPA 1 and RPA 2 of the CEBS program, as well.

Please note: As anticipated, President Obama signed the Health Care and Education Reconciliation Act into law on March 30, 2010. This Act along with its companion legislation, the Patient Protection and Affordable Care Act, makes sweeping changes to the nation's health care system.

An update to the GBA curriculum is now available. It is required reading for GBA 1 Group Health Plan Design, GBA 2 Group Benefits Management and GBA 3 Health Care Financing and Economics. It is subject to inclusion on the national exams effective January 1, 2011.

Course No. N113540 3 CEUs
Saturdays, May 7 - June 18 (no class mtg. on 5/28)
9:00 a.m. – 2:00 p.m.
CSULA – GE 219
Course Fee \$335



Instructor Steven Lebit

Online CFP Certification Education Program

Program Overview

CSU Los Angeles' CFP Certification Education Program meets the educational requirements of professional advisers in the fields of retirement and investment planning to sit for the qualifying CFP Board examination. The non-credit educational program is structured around the student's completion of five modules in the following areas:

- Tax Management and Strategy
- Risk Management and Insurance
- Investment Planning
- Retirement Planning and Employee Benefits
- Principles of Estate Planning

The Program Offers:

- Fully online courses
- Access to expert mentors
- An accelerated format –complete courses in 6 months!
- CSULA non-credit certificate (satisfactory completion of all five modules)

Who Can Enroll?

While there are no prerequisites for these courses, participants will be expected to have basic knowledge of such financial concepts as: the time value of money; basic statistics and accounting principles; and basic economic principles. (Note: that part of the "Education" requirement to take the CFP Board exam is the holding of a bachelor's degree, in any field. This course does not assist a candidate in meeting this independent requirement of the CFP Board.)

Certification Requirement: Go to www.cfp.net and click Guide to CFP® Certification.

Career Pathways: Certified Financial Planners™ work in notable financial service companies such as John Hancock, Wachovia Securities & Crowell, Weedon & Co. Others choose to engage in sole practice or in small partnerships advising clients on strategies to save for retirement or for their children's college education.

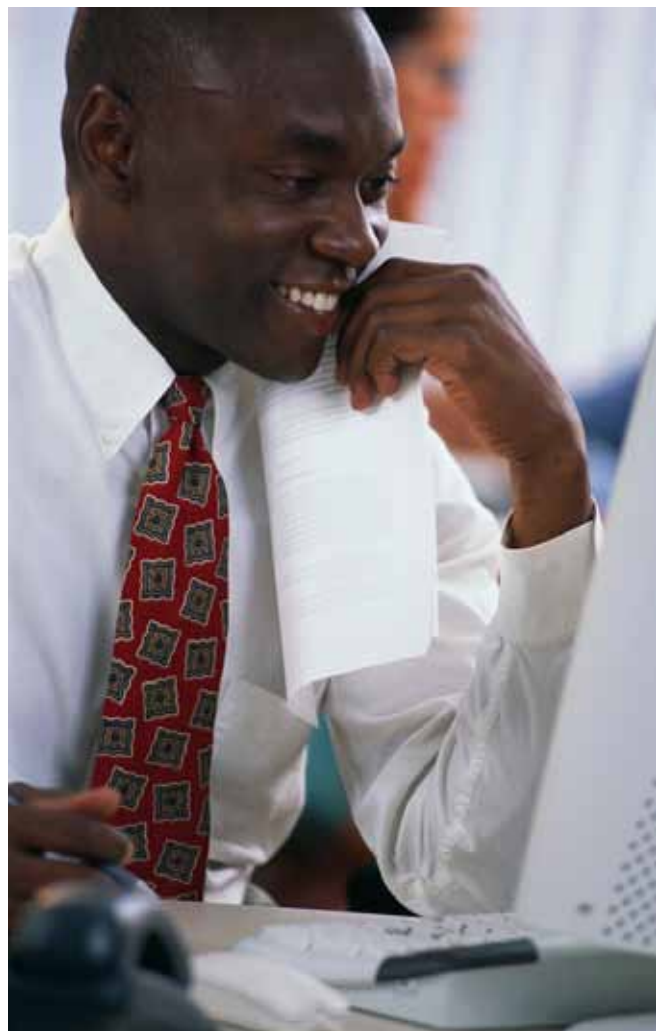
Job Outlook

According to the Bureau of Labor Statistics (<http://www.bls.gov/oco/ocos259.htm>), growth in the personal financial advising industry is expected to increase by 30% between 2008 and 2018.

Average Salary in the Los Angeles Metropolitan Area: \$64,000 per annum (as of March 2009). Source: www.indeed.com/salary

For additional information:

Call (888) 506-6011 or visit www.onlinefinancialcertificates.com





Legal Programs

| | |
|---|----|
| Certificate for Legal Interpretation and Translation | 10 |
| Paralegal Studies Certificate Program | 12 |

Certificate for Legal Interpretation and Translation, Spanish-English

The Legal Interpretation and Translation (L.I.T.) program consists of seven quarter-length classes. After an introductory Spanish-English contrastive grammar class, students work in the classroom and the language lab to learn to interpret consecutively and simultaneously, to “sight-translate,” and to translate legal, medical and business documents. The final class is a lab-only intensive preparation for the state certification oral exam which is required for most work in the courts.

Program Courses include:

Contrastive Grammatical Analysis of English & Spanish; Translation & Interpreting – Elements, Foundation & Style; Translation & Interpreting for Criminal Proceedings; Translation & Interpreting for Criminal Proceedings (Advanced); Translation & Interpreting for Civil Proceedings; Translation & Interpreting for Civil Proceedings (Advanced); Legal Translation & Interpreting Lab Practicum.

Additional medical class:

An additional class in medical interpreting, ML 898, is offered in Spring and Fall. ML 898 is not a class in the required L.I.T. Certificate core sequence. It can be taken by L.I.T. students as a complement, or as a solo course by other bilingual persons interested in medical interpreting.

Contacts

L.I.T. Coordinator (323) 343-4917

Email: parmstr@calstatela.edu

Web: <http://www.calstatela.edu/extension/sub/professional/legallnter.htm>

SPRING 2011 COURSES

Contrastive Grammatical Analysis of English and Spanish

Prerequisite: A pass in the Screening Test. Practical overview of key grammatical patterns as they contrast between English and Spanish. (CIMCE #L2246)

Instructor: Rachael Sills (MA, CCI) is a practicing California Certified Court Interpreter who has also worked in medical interpreting in hospitals. She has an M.A. in Applied Linguistics (Universidad de las Américas, Mexico) and experience in the editing of bilingual dictionaries.

ML 790A /Section 50
Item No. 31591 / 4 units
Saturdays, April 2 - June 11
8:00 am - 12:00 pm
CSULA -SH C 243
Fee \$600

Translating and Interpreting: Elements and Methods

Prerequisite: ML 790A. Exploration of the processes and problems of translation and interpretation; overview of the translation and interpreting industries. (CIMCE #1453)

Instructor: Jorge Hernandez (CCI) is a practicing California Certified Court Interpreter and is also qualified by the Judicial Council of California as a medical interpreter. He is experienced in medical and telephonic interpreting, and in freelance translation.

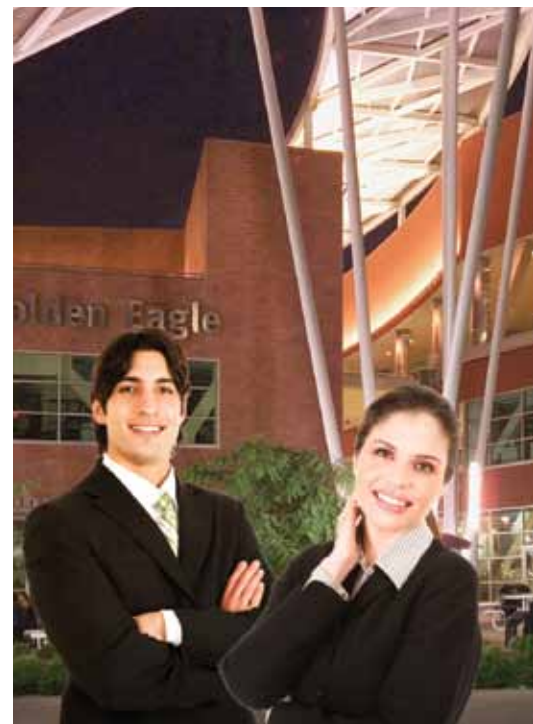
ML 790B / Section 50
Item No. 31591 / 4 units
Saturdays, April 2 - June 11
8:00 am - 12:00 pm
CSULA - SH C236
Fee \$600

Translation and Interpretation For Criminal Proceedings

Prerequisite: ML 790B. Acquisition of the legal vocabulary and terminology related to criminal proceedings, with training in consecutive, simultaneous and sight interpreting. (CIMCE #1454)

Instructor: Cynthia Parker (MA, CCI) is a practicing California Certified Court Interpreter and also holds Federal Court Interpreter Certification. She has been a practicing criminal and civil interpreter for over 30 years in State and Federal courts.

ML 791A / Section 50
Item No. 31591 / 4 units
Saturdays, April 2 - June 11
8:00 am-12:00 pm
CSULA - SH C258
Fee \$600



Certificate for Legal Interpretation and Translation, Spanish-English

Spring 2011 Course Schedule - continued

Translation and Interpreting For Criminal Proceedings (Advanced)

Prerequisite: ML 791A. Further acquisition of legal terminology for criminal proceedings, with continuing training in consecutive, simultaneous and sight interpreting. (CIMCE #L2247)

Instructor: Alicia Rankin (CCI) is a practicing California Certified Court Interpreter and also holds Federal Court Interpreter Certification. She has many years of experience in criminal and Civil court interpreting. She is also an active freelance translator.

ML 791B / Section 50
Item No. 31591 / 4 units
Saturdays, April 2 - June 11
9:00 am - 1:00 pm
CSULA - SH C138
Fee \$600

Translation and Interpreting For Civil Matters

Prerequisite: ML 791B. Expansion and development of legal vocabulary and terminology as used in civil proceedings and other civil matters including the translation of contracts; continued performative practice with key interpreting techniques. (CIMCE# 1456)

Instructor: Aldo Ruiz Rivero (M.A., Lic.) is a Bolivian career diplomat based in Los Angeles. He is a lawyer, an expert in contract translation and a trained legal interpreter. He has taught comparative law at several universities.

ML 792A / Section 50
Item No. 31591 / 4 units
Saturdays, April 2 - June 11
8:00 am - 12:00 pm
CSULA - SH C339A
Fee \$600

Translation and Interpreting For Civil Matters (Advanced)

Prerequisite: ML 791B. Continued development of legal vocabulary and terminology for civil proceedings, including interpreting for Administrative Hearings; interpreting performance practice with memory enhancement and concentration techniques. (CIMCE# 1457)

Instructor: Baldomero Estevez (CAHI) is a practicing California Administrative Hearings Spanish-English Interpreter certified by the State Personnel Board. He has twenty-five years of experience in the governmental and civil legal fields.

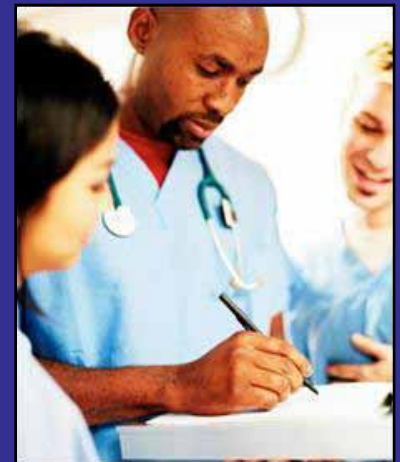
ML 792B / Section 50
Item No. 31591 / 4 units
Saturdays, April 2 - June 11
8:00 am-12:00 pm
CSULA - SH C266
Fee \$600

Lab Practicum for Legal Interpreting Exams

Prerequisite: ML 792B or instructor permission. Preparation for the oral court interpreter exam through performance-measured intensive practice in consecutive and simultaneous interpreting; review of previously taught criminal-proceedings material. (CIMCE #L2248)

Instructor: Patricia Torres (CCI) is a practicing California Certified Court Interpreter. She also has considerable experience in the use of computers and laboratory equipment for language purposes, from transcription to film dubbing.

ML 793 / Section 50
Item No. 31591 / 4 units
Saturdays, April 2 - June 11
1:00 pm - 5:00 pm
CSULA - SH C170
Fee \$600



Introduction to Medical Interpreting

Prerequisite: none, but a good general command of Spanish is needed.

Preparation for field-work as a medical interpreter in inpatient or outpatient settings. Basic medical vocabulary in English and Spanish, review of grammatical contrasts, and written and oral practice. (CIMCE #2030)

Instructor: Jorge Hernandez (CCI), is a practicing California Certified Court Interpreter and is also qualified by the Judicial Council of California as a medical interpreter. He is experienced in medical and telephonic interpreting, and in freelance translation.

ML 898 / Section 50
Item No. 31591 / 3 units
Saturdays, April 2 - June 11
1:00 pm - 4:00 pm
CSULA - SH C236
Fee \$450

Paralegal Studies Certificate Program

Our Paralegal Studies Certificate Program is approved by the American Bar Association (ABA). A paralegal is a person employed by a law office, business, or government agency to perform specifically delegated, substantive legal work including performing research, conducting interviews, preparing documents, and pursuing investigations. Paralegals are not attorneys and cannot give legal advice, accept cases, argue in court, or set fees. Our Certificate Program's chief objective is to produce competent, well-rounded paralegals who communicate effectively, demonstrate professional skills, and assist attorneys. Those successfully completing the program will be able to: demonstrate the functions, skills, and roles of paralegals; use legal terminology correctly and work effectively within the court system; observe the ethics of paralegalism, including guarding client/attorney privilege and avoiding the unauthorized practice of law; conduct both manual and computerized legal research and follow proper procedures; write and analyze legal documents; develop a strategy for continuing legal education; perform standard paralegal tasks in general areas including interviewing and investigation, law office management, computer applications in the law, civil procedure, mediation, and arbitration; and perform specific paralegal tasks in one or more of several specialty areas.

Program Courses include:

Bankruptcy Law for the Paralegal; Civil Procedure I; Civil Procedure II; Civil Procedure III; Contract Law for the Paralegal; Corporate Law I; Corporate Law II; Securities Law; Criminal Law for the Paralegal; Entertainment Law for the Paralegal; Family Law; Immigration Law for the Paralegal; Income Tax Law; Intellectual Property; Law Office Technology; Legal Research; Legal Writing; Probate Procedure I; Real Estate Law for the Paralegal; The Role of the Paralegal; Tort Law for the Paralegal.

Further details:

Robin Hall, (323) 343-4967

rhall@cslanet.calstatela.edu

<http://www.calstatela.edu/extension/sub/professional/Paralegal.htm>

In this current economy, I'm very thankful to be offered another position [a promotion].... I'll be going to work for GEICO's legal department and I'm very excited. Just wanted to keep you updated and say thanks for always being so encouraging. Keep up the great work with all the students and paralegal program! I wouldn't have been able to get this job if it wasn't for the program.

*Thanks again!
Stefanie Dare
Graduate, CPS Program*



Spring 2011 courses continued on next page.

SPRING 2011 COURSES

The Role of the Paralegal

Course covers the role and functions of the paralegal in the modern law office. Includes introduction to legal theory, legal research, legal procedures and ethics.

Instructor Elizabeth Pace, M.O.L., ABA-approved Paralegal Certificate, Paralegal with the Los Angeles Public Defender's Office.

PLS 750 / Section 50

Item No. 31561 / 4 Units

Wednesdays, March 30 - June 8

6:15 pm - 10:00 pm

CSULA- GE 214

Fee \$600

Legal Writing

Prerequisite: PLS 752 or consent of the instructor.

Course focuses on the drafting and writing of legal documents, including briefs, memoranda of law, and points and authorities. Incorporates review and application of Standard English grammatical principles. Enrollment is limited 25 students.

Instructor Peter Hong, J.D., Attorney and Member of the State Bar of California, litigation, specializing in defense of workers' comp, and employer discrimination claims.

PLS 753 / Section 50

Item No.31561 / 4 Units

Mondays, March 28 - March 16

(no class May 30)

6:15 p.m. - 10:00 pm

CSULA - GE 214

Fee \$600

Please Note:

**There is a
Quarterly Westlaw Fee of \$40.
Item No. 31586**

Paralegal Studies Certificate Program

Spring 2011 Course Schedule - continued

Law Office Technology

The paperless office, exposure to office management software, case organization and management software, of electronic discovery principles, litigation support, presentation and trial graphics, and the electronic courthouse.

Instructor Cheryl Winston, B.S.,

Certified Paralegal Trial Specialist, Certified in CaseMap, Sanction II Certified. Twelve years experience as a litigation paralegal, and in litigation support in major local firms.

PLS 755/ Section 50
Item No. 31561 / 4 Units
Mondays, March 28 - June 6
(no class May 30)
6:15 pm - 10:00 pm
CSULA - SH C363
Fee \$600

Civil Procedures I

Course provides an introduction to pleadings and general preliminary procedures in civil actions.

Instructor David Wiggins, J.D.,

Attorney with 21 years in private litigation practice, Member of the State Bar of California and of Hawaii and holder of an active secondary California teaching credential.

PLS 760 /Section 50
Item No. 31561 / 4 Units
Thursdays, April 7 - June 9
6:15 pm - 10:00 pm
CSULA-KH B4014
Fee \$600

Please Note:

There is a Quarterly Westlaw Fee of \$40.
Item No. 31586

Civil Procedures III

Prerequisite: PLS 761 or consent of instructor. Course delves into the psychology of a lawsuit, with emphasis on innovative use of pre-trial motions. Examines pre-trial procedures and conference as well as trial, appeal and satisfaction of judgment.

Instructor Hudena James, J.D.,

Litigation Paralegal, 25 years of experience in personal injury and medical malpractice, workers' comp, and in bankruptcy and corporate law.

PLS 762 / Section 50
Item No. 31561 / 4 Units
Fridays, April 1 - June 10
6:15 pm - 10:00 pm
CSULA - SH C138
Fee \$600

Corporate Law for the Paralegal II

Prerequisite: PLS766 or consent of instructor. Course covers corporate liquidations, mergers, and reorganizations.

Instructor Cynthia Aragon, J.D., Member of the State Bar of California.

PLS 767 / Section 50
Item No. 31561 / 4 Units
Tuesdays, March 29 - June 7
6:15 pm - 10:00 pm
CSULA - SH C138
Fee \$600

Student Information Meeting Summer 2011

May 6, 2011
7:00 p.m. - 8:30 p.m.
CSULA - Golden Eagle Bldg.
Room 219

Practicum: Public Or Private Sector

Prerequisite: PLS 760 or consent of instructor. Allows students to participate in an internship. Is available each quarter, but students must contact Kathleen Leroy at (323) 343-4968 one quarter ahead of the quarter in which they plan to take the Practicum. This enables us to place the student with a law firm or public agency.

Instructor Nicole Lucy, J.D., Attorney at Law, Member of the State Bar of California, Program Director-Community College Paralegal program.

PLS 782 / Section 50
Item No. 31561 / 4 Units
Dates and Times - TBA
Location - TBA
6:15 pm - 10:00 pm
Fee \$600

"I am very glad I joined Cal State L.A.'s paralegal program. I was able to find my current job due to the program's internship opportunities. I interned at the Securities Exchange Commission (SEC) and was offered a paralegal position at the Law Offices of Patrick Burns which specializes in securities law. Most importantly, the teachers were wonderful! They really took care of their students; making sure that the students understood the fundamentals of the materials before proceeding further.

Thank you very much for offering such a great program!"

*- Chhunly Chy
CPS Graduate*

Test Preparation

BTPS Testing

CSET:

Multiple Subjects

California Subjects Exam for Teachers 15

GMAT

Graduate Management Admission Test..... 16

GRE

Graduate Record Exam 16

RICA

Reading Instruction Competence Assessment . 15

Test Preparation

Prepare with the experts in test preparation. Over the past 30 years our test preparation classes have helped over a million students. Successfully prepare for admissions and certification exams. Students can repeat the test preparation classes FREE-of-charge as often as necessary. All materials are included in the course fee. Programs are kept up-to-date by national test preparation authorities and authors. You'll be taught by experienced, fully credentialed instructors with advanced degrees.

Courses include:

California Basic Educational Skills Test (CBEST); California Subjects Exam for Teachers (CSET); Graduate Management Admission Test (GMAT); Graduate Record Exam (GRE); Reading Instruction Competence Assessment (RICA)

For additional information, email
Alice M. Gutierrez at
agutier@cslanet.calstatela.edu
or call (323) 343-4916

You may also contact BTPS Testing:
Phone (800) 426-2769
Email: prepinfo@btpstestprep.com
Website: www.btpstesting.com



SPRING 2011 COURSES

California Subjects Exam for Teachers (CSET: Multiple Subjects)

Get the edge in preparing for the CSET! The CSET: Multiple Subjects test preparation workshop will review the test format and analyze the question types. Strategies and techniques for the multiple-choice and constructed response questions will be discussed with short reviews in selected areas. This program is designed to help students apply their knowledge to meet exam requirements in each of the exam subtests including: Subtest I – History/Social Science and Reading, Language & Literature; Subtest II – Science and Math; Subtest III – Visual and Performing Arts, Physical Education and Human Development. The book included in the course fee is the NEW 2009 *CliffsTest Prep CSET – Multiple Subjects Preparation Guide* by Jerry Bobrow, Ph.D., Stephen Fisher, M.A. and BTPS faculty.

Free repeat policy: Students may repeat the workshop free of charge. Fees paid for preparation classes do not include fees for the actual examination. For examination information, visit www.cset.nesinc.com/

Course No. N113106A
Sundays, April 10, 17 and May 1
(3 class meetings; no class 4/24)
9:00 a.m. – 5:00 p.m.
CSULA - Salazar Hall C173
Course Fee \$415

Course No. N116106A
Sundays, August 14, 21 and 28
(3 class meetings)
9:00 a.m. – 5:00 p.m.
CSULA - TBA
Course Fee \$415

Instructor
BTPS Testing

Reading Instruction Competence Assessment (RICA)

Prepare with experts in the field of reading instruction! This workshop is designed to help teachers and potential elementary school teachers prepare for the NEW RICA Written Examination. The workshop is taught by credentialed experts who will give you an awareness of the elements of this written examination, teaching you strategies and insights to help you focus your study time. This test preparation workshop is not meant to substitute for formal or informal classes in reading and reading instruction. The book included in the course fee is written by the course instructors, the NEW 2010 *CliffsTestPrep RICA Preparation Guide* by Beth Anderson, PH.D. and Rhonda Byer, M.A., reading specialists, authors and instructors.

Free repeat policy: Students may repeat the workshop free of charge. Fees paid for preparation classes do not include fees for the actual examination. For examination information, visit www.rica.nesinc.com

Course No. N113100A
Saturdays, May 21 and June 4
(2 class meetings; no class 5/28)
9:00 a.m. – 3:00 p.m.
CSULA- Salazar Hall C173
Course Fee \$250

Test Preparation

Spring 2011 Course Schedule - continued

Graduate Management Admission Test (GMAT) Computer-Adaptive Test

Effective preparation for the GMAT is important! Our instructors provide in-class instruction, successful test-taking strategies, computer adaptive test information, in-class timed practice exams, and a comprehensive textbook. All of these features create a winning combination. Areas covered are: Math ability/Problem Solving (including a short review of algebra and geometry), Data Sufficiency, Reading Comprehension, Sentence correction, Critical Reasoning, and the analytical Writing Assessment. All books and handouts are included in the course fee.

Free repeat policy: Students may repeat the workshop free of charge. Fees paid for preparation classes do not include fees for the actual examination. For examination information, visit www.mba.com/mba

Course No. N116102A
Saturdays, June 18, 25; July 9, 16
(4 class meetings; no class 7/2)
9:00 a.m. – 3:00 p.m.
CSULA-TBA
Course Fee \$425

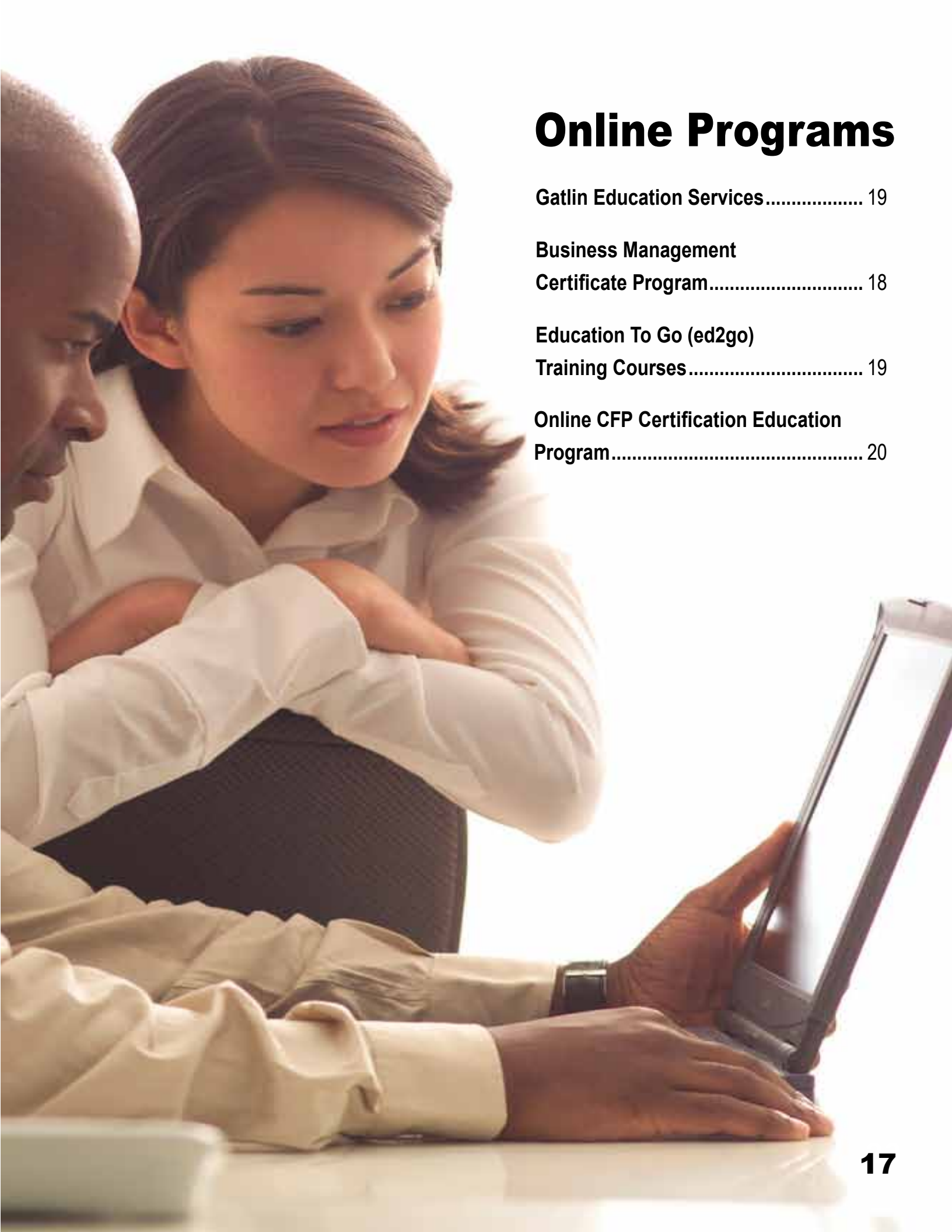
Graduate Record Exam (GRE) General Test – Computer-Based Testing

Maximize your test-taking potential! This workshop includes thorough classroom instruction, computer-based information, in-class short practice exams, and two-comprehensive textbooks. The class analyzes each section of the GRE: Quantitative Reasoning, Verbal Reasoning, and Critical and Analytical Writing Assessments. A short review of mathematics is also included. The books included in the course fee are CliffsTestPrep GRE General Test Guide and Cliffs Math Review for Standardized Tests by Jerry Bobrow, PH.D. and BTPS faculty.

Free repeat policy: Students may repeat the workshop free of charge. Fees paid for preparation classes do not include fees for the actual examination. For information on the examination, visit www.gre.org/

Course No. N116112A
Saturdays, June 18, 25; July 9, 16
(4 class meetings; no class 7/2)
9:00 a.m. – 3:00 p.m.
CSULA - TBA
Course Fee \$425

Instructor
BTPS Testing



Online Programs

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| Education To Go (ed2go) Training Courses..... | 19 |
| Online CFP Certification Education Program..... | 20 |

Online Certificate in Business Management Program

SPRING 2011 COURSES

This online certificate provides basic skills across a spectrum of business disciplines. Prospective students learn the theory and application of accounting, economics, finance and law, statistics, management, marketing, and information systems.

The program consists of seven, 4-unit courses which offer the theoretical concepts and quantitative tools fundamental to making business decisions. The courses in this certificate program are ideal for the working adult on a busy schedule dictating flexibility and convenience. The courses are taught by appropriately qualified business professors.

Courses include:

Business Finance and Law; Financial and Managerial Accounting; Information Systems for Management; Marketing Principles and Concepts; MBA Economics; Quantitative Methods for Decision-Making

Further details:

Alice M. Gutierrez, (323) 343-4916,
agutier@cslanet.calstatela.edu

Business Finance and Law

This course discusses legal and financial theories and applications pertaining to business management. Topics include forms of business, business law, capital markets, analysis of financial statements, securities law, bankruptcy, and reorganization.

FIN 500 / Section 70 /
Item No. 31542 / 4 Units
March 28 – June 11
Length 40 hours
Online
Fee \$1,288

Instructor Dr. Jong Yi is a Professor in the Department of Finance and Law at CSULA. He holds degrees in Economics and Finance. He has been teaching various courses in Finance and Economics both in class and online for more than a decade. His teaching interests include Corporate Finance and Cases in Finance, and his research interests include Initial Public Offerings, Corporate Governance, and Underwriting.

Marketing Principles and Concepts

This course focuses on understanding the influence of the environment, the consumer, and the organization on the research, planning, development, implementation, and control of marketing management plans and strategies.

MKT 500 / Section 70 /
Item No. 31542 / 4 Units
March 28 – June 11
Length 40 hours
Online
Fee \$1,288

Instructor Dr. Shirley Stretch-Stephenson is a professor in the Department of Marketing at CSULA. She specializes in marketing management and strategy, retailing/merchandising management and strategy, and consumer behavior. Students under her advisement have won numerous national and regional marketing awards. She has coordinated projects with such groups as the U.S. Office of Personnel Management (OPM), the FBI, and numerous automobile companies where student teams conducted research, developed and executed marketing plans or developed and presented marketing strategies.



Online Certificate Program in Business Management

"I'm currently pursuing my MBA at USC. The Online Graduate Certificate completely prepared me for my MBA program. I aced the GMAT, thanks to my preparation. My first year MBA classes are a mere review of what I had already learned at CSULA. Without this preparation, I would really be struggling!"

— Duncan MacLeod

Education To Go (ed2go) Training Courses Online

These online courses are informative, fun, convenient, and highly interactive. Our expert instructors are famous for their ability to create warm and supportive communities of learners. All courses run for six weeks (with a 10-day grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course any time of the day or night.

Course categories:

- **Career and Professional**
(includes classes in Accounting, Business Management, Legal, and Health Care)
- **Writing and Publishing**
(includes classes in Business, Creative, and Grant Writing)
- **Computers and Technology**
(includes classes from Basic Computer Literacy through Graphic and Multimedia Design)
- **Personal Development**
(includes classes in the Arts, Personal Finance, Wellness, Speed Reading, and Effective Job Searching)

To review all of our courses with their course descriptions, to try a demo course, or to obtain course fee information, go to <http://www.ed2go.com/csula>, or visit www.calstatela.edu/exed, and click on "Online" classes.

Requirements:

All courses require Internet access, E-mail, Microsoft Internet Explorer, or Firefox web browsers. Some courses may have additional requirements. Please visit our Online Instruction Center for more information

SPRING 2011 Starting Dates (for the 6-week courses)

April 20; May 18; June 15

<http://www.ed2go.com/csula>



Online Professional Development Programs

The College of Extended Studies and International Programs (CESIP) offers online career training courses in partnership with Gatlin Education Services. These are career-focused online courses designed to give you the latest in learning, and to provide the skills necessary to acquire professional caliber positions in many in-demand occupations.

Our instructor-facilitated courses are available anytime, anywhere. All you need is a web-enabled computer and a desire to learn skills that will prepare you for a new career or update current skill sets. And even though you don't have to attend class, you won't be on your own. A team of available online professionals, anytime scheduling, and educational textbooks combine to give you a relevant, interactive learning experience.

We offer courses in Healthcare and Business and IT and Software Development.

For a complete listing of all titles, please visit our website at www.gatlineducation.com/csula.

To register, please call toll-free at (866) 441-5454

www.gatlineducation.com/csula



Online CFP Certification Education Program

Program Overview

CSU Los Angeles' CFP Certification Education Program meets the educational requirements of professional advisers in the fields of retirement and investment planning to sit for the qualifying CFP Board examination. The non-credit educational program is structured around the student's completion of five modules in the following areas:

- Tax Management and Strategy
- Risk Management and Insurance
- Investment Planning
- Retirement Planning and Employee Benefits
- Principles of Estate Planning

The Program Offers:

- Fully online courses
- Access to expert mentors
- An accelerated format –complete courses in 6 months!
- CSULA non-credit certificate (satisfactory completion of all five modules)

Who Can Enroll?

While there are no prerequisites for these courses, participants will be expected to have basic knowledge of such financial concepts as: the time value of money; basic statistics and accounting principles; and basic economic principles. (Note: that part of the "Education" requirement to take the CFP Board exam is the holding of a bachelor's degree, in any field. This course does not assist a candidate in meeting this independent requirement of the CFP Board.)

Certification Requirement: Go to www.cfp.net and click Guide to CFP® Certification.

Career Pathways: Certified Financial Planners™ work in notable financial service companies such as John Hancock, Wachovia Securities & Crowell, Weedon & Co. Others choose to engage in sole practice or in small partnerships advising clients on strategies to save for retirement or for their children's college education.

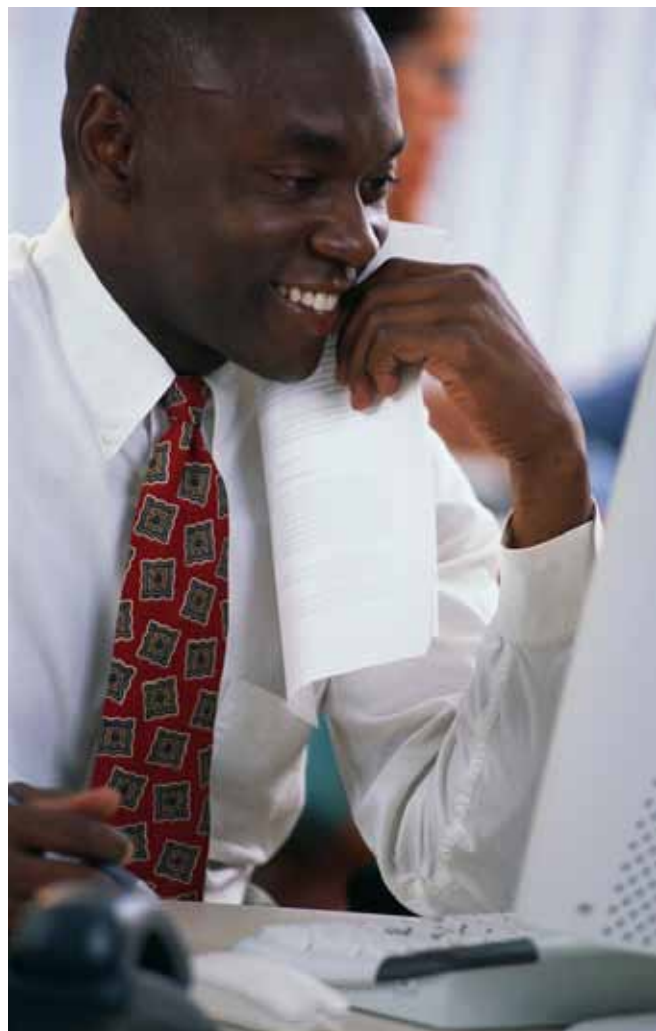
Job Outlook

According to the Bureau of Labor Statistics (<http://www.bls.gov/oco/ocos259.htm>), growth in the personal financial advising industry is expected to increase by 30% between 2008 and 2018.

Average Salary in the Los Angeles Metropolitan Area: \$64,000 per annum (as of March 2009). Source: www.indeed.com/salary

For additional information:

Call (888) 506-6011 or visit www.onlinefinancialcertificates.com



The English Language Program (ELP)

The English Language Program (ELP) offers intensive English-as-a-Second Language training to students throughout the world who wish to fast-track their entrance into a first, or advanced, degree program at an American university.

The English Language Program

The English Language Program (ELP) at Cal State LA provides affordable intensive, non-credit English language instruction designed to prepare students for entrance and success at the college and university level. The skills-based program in Reading, Writing, Grammar, Speaking, and Listening prepares language learners to meet the minimum Test of English as a Foreign Language (TOEFL) score required for admission to California State University, Los Angeles, and other colleges and universities.

English Language Program instructors are internationally-minded people, and many of them have traveled and taught throughout the world. With advanced degrees and solid teaching experience, they use their extensive knowledge to create positive learning environments in all classes. While classroom training is important, ELP students also have opportunities to experience cultural events and socials outside the classroom. This way, students have a chance to meet others in the program and share time together.

英语课程

Cal State LA

的英语课程 (ELP) 提供负荷得了的密集课、不计学分的英语教学、为学生预备能够成功进入学院或大学的英语水平。着重技巧的课程有阅读、写作、文法、

口语、及听力，为英语学习者，预备将来申请加州州立大学、洛杉矶、及其他学院及大学，所要求的TOEFL最低成绩。

英语教师们均富有国际观，其中许多位都有旅游及在世界各地教学的经验。在拥有高学历及扎实地教学经验中，他们会利用广泛的知识，在各课堂里创造积极的学习

环境。重视课堂训练的同时，ELP的学生们也会有机会，去经历课堂以外的文化活动及社交。如此，学生们会借着这些机会，认识参与这些活动及社交的其他人们，而与他们交往。

O Programa de Língua Inglesa

O Programa de Língua Inglesa (ELP – English Language Program) da Cal State LA é um curso de língua inglesa intensivo e econômico, sem direito a créditos universitários, criado para preparar os estudantes para a admissão e êxito em faculdades e universidades. O programa, que se baseia nas aptidões de Leitura, Redação, Gramática, Conversação e Compreensão Auditiva, prepara os estudantes da língua a alcançar a nota mínima do TOEFL (Teste de Inglês como língua estrangeira) para admissão na California State University, Los Angeles, e em outras faculdades e universidades.

Os instrutores do Programa de Língua Inglesa são pessoas com conhecimento internacional e muitos deles viajaram e ensinaram em diversos lugares do mundo. Com diplomas avançados e experiência sólida de ensino, eles usam seu conhecimento abrangente para criar ambientes de estudo positivos em todos os cursos. Ainda que o treinamento em sala de aula seja importante, os estudantes do ELP também têm oportunidades de participar de eventos culturais e sociais fora da sala de aula. Desta maneira, os estudantes têm a chance de conhecer outros estudantes no programa e passar o tempo juntos.

برنامج اللغة الإنجليزية

يوفر برنامج اللغة الإنجليزية (ELP) في Cal State LA تعليم مكثف في اللغة الإنجليزية بدون ساعات معتمدة بأسعار معقولة وقد صُمم لإعداد الطلاب للالتحاق والنجاح في الكلية والجامعة. إن البرنامج المؤسس على المهارات في القراءة والكتابة وقواعد اللغة والتحدث والاستماع يحضر طلاب اللغة لتلبية الحد الأدنى من اختبار اللغة الإنجليزية كلغة ثانية (TOEFL) للقبول في جامعة ولاية كاليفورنيا لوس أنجلوس Cal State LA وغيرها من الكليات والجامعات.

إن أساتذة برنامج اللغة الإنجليزية منفتحين عقلياً وواعيين دولياً والكثير منهم سافر ودرس في جميع أنحاء العالم. مع درجات علمية متقدمة وخبرة متينة في مجال التدريس فإنهم يستخدمون معرفتهم الواسعة لتهيئة بيئات تعلم إيجابية في جميع الفصول الدراسية. في حين أن التدريب في الفصول الدراسية مهم جداً فإن طلاب برنامج ELP لديهم فرصاً لتجربة الأحداث الثقافية والاجتماعية خارج الفصول الدراسية. وبهذه الطريقة يكون لدى الطلاب فرصة للقاء الآخرين في البرنامج وقضاء الوقت معاً.

Further details:

Call (323) 343-4840

Fax (323) 343-4843

<http://www.calstatela.edu/elp>

e-mail: elpinfo@calstatela.edu



Open University

Open University permits members of the general community to take regular university courses offered at CSULA without going through the formal admission process. Last year students enrolled in over 900 different courses through Open University.

Open University allows you to upgrade your skills, tryout new fields, bring up your GPA, take a course you really need, gain immediate access to university classes, take classes just when you need them, or complete prerequisites for admission to a degree or certificate program.

Eligibility Requirements For Open University

Enrollment is on a space-available basis and requires the consent of the instructor and the academic department. Up to 36 units of credit earned through Open University may be applied to a bachelor's degree. For a master's degree and/or credential program, you can apply up to 13 units (only 9 of which may be at the 500 level) provided you seek pre-approval from the appropriate department.

You are allowed to take up to 18 units per quarter. However, you may not enroll in directed or independent study, research, thesis, field work, or cooperative education courses. As an Open University student, you must comply with university and department regulations regarding prerequisites, withdrawals, grading, and student conduct.

A registration cannot be processed before the first day of classes. To initiate the enrollment process, obtain instructor signature and department approval stamp. Bring your registration form to CESIP in the Golden Eagle Building, Room 211.

If paying with VISA or MasterCard, you must pay at CESIP.

If paying with cash or check, you will need to bring the completed form to CESIP for initial processing. You will then be instructed to go to Cashier's for payment, Administration Building, Room 128.

Note: Academic departments may close early on Fridays. Call ahead if you want to get signatures and stamps on that day.

You will find the Spring 2011 Open University Form on page 26.

Open University Registration

During the fourth week, you must pay a \$25.00 late fee. No registration is allowed after the fourth week of the quarter. Registration is not complete until all payments have cleared the bank. Students whose check or credit card payments are not resolved after notification will be dropped from classes.

Open University Refunds

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

Extended Studies Refund Policy

Students must drop courses or withdraw from a program before the first day of classes to receive a 100% refund of registration fees less a \$10.00 administrative fee. A signed Course/Program Withdrawal and Request for Refund Form must be submitted to the CESIP Office in GE 211 in order to initiate a refund.

Students who drop a course or withdraw from a program after the start of the quarter will receive a pro-rata refund of registration fees. The pro-rata refund is based on the date on which the Course/Program Withdrawal and Request for Refund Form is received in the Division office.

Students who withdraw after the fifth week of the quarter 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 the College of Extended Studies and International Programs.

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 Spring 2011 term:

March 28, 2011 - May 13, 2011:

Add/Drop Period. Students who drop a class or withdraw from a program are eligible to receive a prorated refund.

May 13, 2011:

Last day for submitting form to receive a prorated refund.

To view the Spring 2011 Proration Refund Table, please visit the Disbursement Office web page at: www.calstatela.edu/univ/sfinserv/disb.php and click on *Disbursement Office*.



Open University Certificate Programs

Improve your skills and get a certificate with courses on a university transcript to show for it! Here is a sampling of the Credit Certificate Programs available through Open University, College of Extended Studies and International Programs (CESIP), California State University, Los Angeles. For more information on a particular program, contact the person we have listed for you below or visit our website at <http://www.calstatela.edu/> under Academic Life and Catalog.

| <u>Open University Certificate Program</u> | <u>Coordinator</u> | <u>Phone #</u> | <u>Dept. Phone</u> | <u>E-Mail</u> |
|---|--------------------------------|-----------------------|---------------------------|-------------------------------|
| Accounting | Dr. Jane Park | (323) 343-2839 | (323) 343-2830 | jpark@calstatela.edu |
| Alternative Nutrition | Dr. Chick Tam | (323) 343-4641 | (323) 343-4650 | ctam3@exchange.calstatela.edu |
| Applied Gerontology | Dr. Valentine Villa | (323) 343-4724 | (323) 343-4724 | vvilla@calstatela.edu |
| Computer Programming | Dr. Joseph Otto | (323) 343-2907 | (323) 343-2983 | jotto@calstatela.edu |
| Electronics Technology | Dr. Benjamin Lee | (323) 343-4550 | (323) 343-4550 | blee10@calstatela.edu |
| Entrepreneurship | Dr. Richard Kao | (323) 343-2970 | (323) 343-2960 | rkao@calstatela.edu |
| Fashion Design | Dr. Rebecca Davis | (323) 343-4030 | (323) 343-4010 | rdavis@calstatela.edu |
| | Dr. Carol Tuntland | (323) 343-4033 | | ctuntla@calstatela.edu |
| Fashion Merchandising | Dr. Carol Tuntland | (323) 343-4033 | (323) 343-4010 | ctuntla@calstatela.edu |
| | Dr. Rebecca Davis | (323) 343-4030 | | rdavis@calstatela.edu |
| General Management | Dr. Paul Washburn | (323) 343-2895 | (323) 343-2890 | pwashbu@calstatela.edu |
| Human Resources Management | Dr. Angela Young | (323) 343-2896 | (323) 343-2890 | ayoung3@calstatela.edu |
| Intercultural Proficiency | Dr. Anne Larson | (323) 343-4668 | (323) 343-4650 | alarson2@calstatela.edu |
| International Business | Dr. Richard Kao | (323) 343-2960 | (323) 343-2960 | rkao@calstatela.edu |
| International Business Communication | Dr. Shirley Stretch-Stephenson | (323) 343-2960 | (323) 343-2960 | sstretc@calstatela.edu |
| International Economic Relations | Dr. Dang Tran | (323) 343-2930 | (323) 343-2930 | dtran@calstatela.edu |
| Labor Relations | Dr. Tom Larson | (323) 343-2938 | (323) 343-2930 | tlarson@calstatela.edu |
| Manufacturing | Dr. Darrell Guillaume | (323) 343-4490 | (323) 343-4490 | dguilla@calstatela.edu |
| Marketing | Dr. Richard Kao | (323) 343-2960 | (323) 343-2960 | rkao@calstatela.edu |
| Operations Management | Dr. Kern Kwong | (323) 343-2899 | (323) 343-2890 | kkwong@calstatela.edu |
| Retail Professional Development | Dr. Shirley Stretch-Stephenson | (323) 343-2960 | (323) 343-2960 | sstretc@calstatela.edu |
| Youth Agency Administration | Staff | (323) 343-4580 | (323) 343-4580 | Youth Agency Adm.Office |

Open University Registration Spring 2011

Register from March 28 - April 15, 2011

Last week to add with a late fee of \$25.00
is April 18 - April 22, 2011

Registrations will not be accepted
after April 22, 2011

Fees*: Undergraduates: \$271.00 per unit
Credential Students: \$307.00 per unit
Postbaccalaureate/Graduate Students: \$322.00 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, April 2, 2011, 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.

| | | |
|----------------------------------|-------------------|------------------|
| Drop Period for Prorated Refund | March 28 - May 13 | Fee less \$10.00 |
| Late Registration (\$25) | No Refund | None |
| Writing Proficiency Exam (\$115) | No Refund | None |
| Dishonored Check (\$25-\$35) | No Refund | None |

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.

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 **Spring** Year **2011**

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

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

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

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.

Form # 300 (02/11)

Refund Policy for Open University Registration Spring 2011

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 drop courses or withdraw from a program before the first day of classes to receive a 100% refund of registration fees less a \$10.00 administrative fee. A signed Course/Program Withdrawal and Request for Refund Form dated **before** the first day of class must be submitted to the College in GE 211 in order to obtain a refund.

Students who drop a course or withdraw from a program after the start of the quarter will receive a pro-rata refund of registration fees. The pro-rata refund is based on the date on which the Course/Program Withdrawal and Request for Refund Form is received in the College.

Students who withdraw after May 13, 2011, 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 Spring 2011 term:

March 28 - May 13, 2011: 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.

May 13, 2011: Last day for submitting form to receive a prorated refund.

To view the Spring 2011 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.

College of Extended Studies and International Programs (CESIP) Registration

General Information

The following applies generally to most course offerings through the College of Extended Studies and International Programs (sometimes abbreviated as CESIP):

Discounts

College of Extended Studies and International Programs offers enrollment discounts to the following (non-exclusive list):

- Cal State L.A. Alumni Association members; and
- Los Angeles Paralegal Association members.

Inquire further about the amount and availability of a particular discount when you register for a course.

Enrollment for Extension Classes

“Enrollment” in a College of Extended Studies and International Programs course means both (a) completing a registration form, indicating your intention to take the course, and (b) paying the course fee(s) in full before the enrollment deadline.

Note: You do not need a formal application to the university and do not need transcripts in order to enroll in most extension classes. Further, enrollment in an Extended Studies and International Programs course does not constitute acceptance into the University.

Enrollment Deadline

With the few exceptions noted below, payment of course fee(s) is required on or before the first class session of most extension courses. After the first class meeting, if space remains in the class,

additional enrollments will be processed, with a waiting list created if the course is filled. All late enrollments will incur a \$25 late fee, and must be completed during the College’s regular business hours prior to the second class meeting (the “enrollment deadline”). As of the start of the second class meeting, no new enrollments are possible and only enrolled students may attend the class. Note: If your extension class meets on Saturdays, payments must be processed Monday through Thursday, 8:00 a.m. to 6:00 p.m., and Fridays, 8 to 5:00 p.m. to be considered timely. Payments generally cannot be made on Saturdays except during the first Saturday of the quarter when CESIP office is open from 8:30a.m. to 1:00 p.m.

The exceptions previously mentioned to the enrollment deadlines are for on-line course and single meeting courses. For online courses, students may complete enrollment up to 14 calendar days from the official class start date. A \$25 late fee will be incurred after 7 calendar days. For single meeting courses, students are required to complete enrollment prior to the start of class; no exceptions, with or without late fees.

Late Fees

Please include a \$25 late fee with any enrollments completed after the first class meeting, and prior to the enrollment deadline. Late fees are assessed per course, and are non-refundable and non-transferable.

Enroll Early

Enrolling early is beneficial to you and to us. By enrolling at least two weeks prior to the start of your course, you ensure that you will receive an enrollment confirmation, which contains important information about your class, and parking information, before the class start date.

Please allow 3 business days to receive an e-mail confirmation. Early enrollments also allow us to better calculate class sizes, classroom needs, and provide an accurate roster to the instructor, all helping to assure that the class will proceed as scheduled.

Note: If you don’t receive an enrollment confirmation prior to the first class meeting, attend the class anyway, and ask to be placed on the roster (or on the class waiting list). This will allow an accurate count of persons interested in the course, and allow you to complete your registration process, as needed, prior to the enrollment deadline. You are encouraged to call the Extended Studies and International Programs office, (323) 343-4900, 24 hours before the first class meeting to ensure your enrollment and that the class will go forward as scheduled.

Enrollment Procedures

In order to enroll for an extension course, you must complete both steps of “registering” and “paying” for your course(s):

Step 1. Obtain a Registration Form for the quarter for which you intend to enroll. You may find this form on the last pages of this electronic catalog: note one form for Open University registrations and one form for Extension course registrations. These forms are also available in the College of Extended Studies and International Programs office, located in Golden Eagle, Room 211.

On the appropriate registration form, list the course(s) you wish to take, including course and section numbers. Also include the specific information requested to identify you, including your gender and birthdate; any previous Campus Identification Number (CIN) you may

College of Extended Studies and International Programs (CESIP)

Registration

have, and your address, telephone, and e-mail. For most extension courses, including certificate, professional training, test preparation, online, and personal enrichment courses, this completes your registration, and you may proceed to paying for your course(s). For open university registration, see the requirements of first obtaining instructor approval and department confirmation in the Open University section of this catalog.

Step 2. You may pay for your courses in one of four ways:

- (a) **Online:** At the College of Extended Studies and International Programs website, look for the CASHNet® logo alongside the course description. Classes that show this logo may currently be purchased online. You will have a selection of credit card options to choose from after adding your courses to your Basket and proceeding to Checkout. Note: Unfortunately, online payment through CASHNet is not presently available for extension programs in Paralegal Studies; Legal Interpretation and Translation; nor CFP Online Certification Education training. We apologize for this inconvenience.
- (b) **In person:** To pay in person using cash, check, or money order, first visit the College of Extended Studies and International Programs office, Golden Eagle Room 211, to have your registration form reviewed and approved for payment. You will then be asked to proceed to the Office of the Cashier, located in the courtyard of the Administration Building, Admin. Room 128, to pay by cash or cash equivalent. Return to the Extension office to bring a copy of your cashier's receipt.

To pay in person using a credit card (VISA or MASTERCARD only), come to the College of Extended Studies and International Programs office, Golden Eagle Room 211, where we can verify the use of your credit card, after review and approval of your registration form.

- (c) **By telephone:** Call the College of Extended Studies and International Programs at (323) 343-4900 to pay with your VISA or MASTERCARD by phone. You may call during our regular office hours, Monday – Thursday, 8 a.m. to 6 p.m., Friday, 8 a.m. to 5 p.m., or on the first Saturday of a new quarter, from 8:30 a.m. to 1 p.m.
- (d) **By mail:** Send your completed Registration Form with a check or money order to:

College of Extended Studies and International Programs
Re: Course registration
5151 State University Drive,
Room GE 211
Los Angeles, CA 90032-8619

(Please do not send cash or credit card information through the mail.)

Course Fees and Other Payments

The course fees vary for courses of different types. Consult the "At A Glance" table on page 4 of this online catalog to find the basic course fee for each course. Please note: some courses require two fees: one, the basic course fee; and the other, a materials, lab, or computer access fee. Be sure to list both fees on the Registration Form. The Paralegal Studies program requires an additional Westlaw fee each quarter.

Schedule Changes

Since the College of Extended Studies and International Programs is required to be self-supporting, classes with fewer than the minimum number of enrollees may be cancelled or discontinued at, after, or before the first scheduled meeting. If your class is discontinued, you may request a transfer to another class or a refund of your enrollment fee. The College of Extended Studies and International Programs reserves the right to reschedule or combine classes and to change instructors as circumstances may require. It is a good idea to call the College of Extended Studies and International Programs office, (323) 343-4900, 24-hours before the first class meeting to confirm both the status of the class and your enrollment on the class roster.

Refunds

If a course is cancelled, discontinued or rescheduled by the College of Extended Studies and International Programs, a full refund of the course fee will be processed. Obtain a Refund Request Form and, when completed, submit it to the College of Extended Studies and International Programs office. Refunds will be made by check back to the student, regardless of the original form of payment. Please allow a minimum of three weeks for the processing of refunds, and note that parking permit fees, late fees, and drop fees are non-refundable and non-transferable.

Note: All other refunds are subject to a \$10.00 administrative fee, which will be withheld in the processing of the refund. All such refunds must be requested prior to the refund deadline of the course, generally the end of seventh week for quarter-length courses. To request a refund, a student must first drop or withdraw from a course using

College of Extended Studies and International Programs (CESIP) Registration

the University Drop Request form and following University policy. (A stop-payment request on your check does not constitute an official request to drop the course.) Once the drop request has been signed the student requests a partial refund by submitting a Refund Request Form to the College of Extended Studies and International Programs office. This form will ask for the last date the student attended class prior to the student's drop or withdrawal (the "drop date").

The amounts subject to refund are:

- For Drops requested before the first class meeting, the refund will be 100%, less the \$10.00 processing fee;
- For Drops and Withdrawals after the start of the course and through the seventh week of the quarter, the refund amount will be a pro rata share of the refundable fees (that is, the course fee less the \$10 processing fee) based on the last date the student attended class, the student's "drop date." Proration is based on a table comparing the drop date to the number of days that have passed since the beginning of the quarter.
- After the seventh week of the quarter, students are not eligible for a refund, and will be responsible for 100% of the fees for the term.

Online Course Refund Policy

Refunds for online courses must be requested in writing and received by the College of Extended Studies and International Programs office within the first 14 days of the beginning of the course. Use the Refund Request Form to request this refund; no separate course Drop form is required.

ELP Refunds

Please consult the English Language Program office for its policies on withdrawal from courses and refunds for international students studying under the requirements of a student visa.

Transfers

To transfer from one course to another, students must complete two steps: (1) Drop the first class, by submitting a non-credit Drop Request form; and (2) Add the second class by submitting a Program Change (Request to Add) form with appropriate signatures. Applicable deadlines for dropping and adding classes and use of the University Appeal Form will apply to such transfers. Further, a \$25 late fee may apply to any transfer requested after the first class meeting of the new class. Any payment due (for the differential in course fee) must be made the time that the Program Change (Request to Add) form is submitted.

Returned Checks

A \$25 service charge will be assessed for checks returned for any reason. This is in addition to any late fee that may be due for late enrollment in the course.

Financial Aid

Since extension courses offered through CESIP are self-supported, traditional types of financial aid are not available. Nevertheless, certain student loan programs may be available for students enrolled in certificate programs. Contact the Cal State L.A. Credit Union, (323) 505-2600, or online at: www.calstatela-fcu.org, for more information. Certain commercial banks, such as Wells Fargo and Chase may also offer students loans.

Save Your Receipt

Extension students do not receive a student identification card. Therefore, it is important to retain your payment receipt as "proof" of your enrollment in a course. This receipt will allow you access to student services on campus while you are enrolled in an extension or open university course, including use of the University Library, computer labs, and gymnasium.

Library

During the time you are enrolled in an extension or open university course, you may use the University Library. Most library services will be available to you in using and borrowing books and having access to the library's electronic materials and on-line databases. (Note: such online access requires obtaining an NIS computer account from the ITS Help Desk, located in the Palmer wing of Library South – show your enrollment payment receipt to apply for this account). Certain library services, for example, borrowing books throughout the CSU and local university library systems through inter-library loan, are not permitted to open university students without the further step of obtaining a library patron card. Speak with a university librarian for more information on library services and the patron card).

Accreditation

CSULA is accredited by the Western Association of Schools and Colleges. Therefore, all open university courses are fully accredited. All extension courses and certificate programs have been developed and are administered in accordance with campus and CSU Extension policy guidelines and all have received the necessary campus approvals.

College of Extended Studies and International Programs (CESIP) Registration

Credit vs. Non-credit

Credit courses award units of academic credit that can be applied toward a degree. The credits are recorded on a regular university transcript. Non-credit courses are of two types: (a) those offering continuing education units (CEU's) – usually certificate courses for professional advancement; and (b) those offering neither credit nor units – such as test preparation courses or online enrichment courses. These courses may offer a “letter of completion.”

For credit courses, one quarter unit is equivalent to 2/3 (.67) of a semester unit. Students enrolling in regular credit courses for which they do not wish to receive credit (or a grade) should notify their instructor by the midterm of the quarter that they are taking the course “not for credit.”

For extension courses that carry Continuing Education Units, 1 CEU is equivalent to 10 contact hours of participation in the course. Less than ten contact hours are shown as a fractional CEU. CEU's are a means of recording post-secondary education that is useful to employers or licensing agencies seeking certain hours of study for their employees' career advancement or maintenance of a license, but where non-degree credit is acceptable. CEU course credits are recorded on a transcript that may be requested by the student and otherwise is retained as a permanent record in the office of the University Registrar.

Grades and Transcripts

Grades are mailed to all students enrolled in credit classes approximately two-three weeks following the end of classes. Open University and extension students may request official transcripts of course work completed at Cal State L.A. that is

either “for credit” or carries “continuing education units” by printing the Transcript Request form from the University Records Office web page.

<http://www.calstatela.edu/academic/registrar/records.php>

Note the fee required for transcripts as determined by that office. Be sure to check the appropriate box on the registrar's form to request that open university or extension course work be shown on the transcript.

Note: there are no official transcripts issued for non-credit classes.

Nondiscrimination and Sexual Harassment Policies

The College of Extended Studies and International Programs, as part of Cal State L.A. and the California State University system, and in compliance with applicable Federal and State law, does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, medical condition (including cancer-related illness) ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran. The College and University policies also prohibit sexual harassment. This nondiscrimination policy covers admission, access, and treatment in all programs and activities. Inquiries relating these nondiscrimination policies may be directed to the University Office of Equity and Diversity, (323) 343-3040, Admin. Room 606.

Students with Disabilities

The College of Extended Studies and International Programs, in cooperation with the university Office for Students with Disabilities (OSD), is committed to the principles of the Americans with Disabilities Act, and will provide

reasonable accommodation to students with qualifying disabilities who have previously registered with the Office for Students with Disabilities. It is the student's responsibility to provide adequate documentation of a disability to the OSD sufficiently in advance of class (preferably two weeks prior to the start of class) to allow appropriate accommodation to be provided without any delay in the student's experience of the class. Please direct any questions along with initial requests for accommodation to the University Office for Students with Disabilities, (323) 343-3140, Admin. Room 127.



Registration Information and Form

Registering for CESIP classes is easy and flexible: You do not need transcripts or a formal application to the University.

Do not use this form for Open University courses. Refer to the link below for Open University. http://www.calstatela.edu/extension/sub/openuniv/openuniv.htm

Enrollment Procedures

To enroll for a course, complete the attached registration form and pay the course fee in one of the following ways:

By Telephone: You may pay with a VISA or Mastercard by telephone by calling the CESIP office, (323) 343-4900, Monday - Thursday, 8 a.m. to 6 p.m.; Friday, 8 a.m. - 5 p.m. Have the information from your registration available to give over the phone.

In Person:

Visit the CESIP Office to initiate your payment by cash, check or credit card. Cal State L.A. Golden Eagle Building, Room 211 (2nd floor) 5151 State University Drive Los Angeles, CA 90032-8619

By Mail: Send the completed registration form with a check or money order to: Cal State L.A. CESIP Office, GE 211 5151 State University Drive Los Angeles, CA 90032-8619

Do not send cash or credit card information through the mail.

California State University, Los Angeles • College of Extended Studies and International Programs Registration Form 5151 State University Drive, Los Angeles, CA 90032-8619 Please Print Quarter Year

Table with columns: Call #, Dept/Course No., Section, Item Type or Quick Code, Units, Course Title, Fee. Includes a Total \$ row at the bottom.

For CESIP Use Only

For Cashier's Use Only NOTE: Process only with CESIP's approval stamp above.

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

Form # 300 (02/11)

CAMPUS MAP

BUILDING

- Administration 8
- Arena Theatre 2A
- Annenberg, Wallis Integrated Sciences Complex 27A, 27B
- Applied Gerontology Center 15B
- Arnold, Anna Bing Children's Center 30
- Biological Sciences 13
- Career Development Center 17
- Corporation Yard 23
- Emergency Operations Center 45
- Engineering and Technology 11
- English Language Program 6
- Extended Education 6
- Fine Arts 9
- Fine Arts Gallery 9A
- Food Services 5, 6, 15, 40
- Golden Eagle: 6
- Bookstore, Conference Center, Food Court
- Extended Education, Pat Brown Institute
- Facilities Services-Administrative Office
- Facilities Planning and Construction
- Greenlee Plaza B
- Gymnasium (Eagles Nest) 10
- Hertzberg-Davis Forensic Science Center 43
- Housing Complex 34, 36
- Hydrogen Fuel Station 48
- Information Kiosk 50
- Intimate Theatre 29B
- Kennedy Library 7
- Kennedy Library - John A. Palmer Wing 7
- King Hall 3
- King Hall - Lecture Hall 1, 2 3A
- La Kretz Hall 27A
- Los Angeles County High School for the Arts (LACHSA) 7A
- Los Angeles County High School for the Arts (LACHSA) 20
- Luckman Gallery 29A
- Luckman Theatre 29
- Marc & Eva Stern Math and Science School 26
- Music 2
- Music Hall 1A
- NASA SPACE Lab 11A
- Owens, Jesse Track and Field 18
- Parking/Transportation Service Center 51
- Physical Sciences 12
- Department of Public Safety 46
- Reeder Field (Baseball) 24
- Salazar Hall 15A
- Simpson Tower 15
- State Playhouse, Music Hall 1
- Student Affairs 8A
- Student Health Center 14
- University Police (Bungalow) C
- University-Student Union (U-SU) 5
- U-SU Plaza 5A
- Welcome Center 47

LOCATION

- 8
- 2A
- 27A, 27B
- 15B
- 30
- 13
- 17
- 23
- 45
- 11
- 6
- 6
- 9
- 9A
- 5, 6, 15, 40
- 6
- B
- 10
- 43
- 34, 36
- 48
- 50
- 29B
- 7
- 7
- 3
- 3A
- 27A
- 7A
- 20
- 29A
- 29
- 26
- 2
- 1A
- 11A
- 18
- 51
- 12
- 46
- 24
- 15A
- 15
- 1
- 8A
- 14
- C
- 5
- 5A
- 47

- Buildings
- Construction
- Accessible Parking
- Meter Parking
- Emergency Phone
- Food Services
- ATM

College of Extended Studies
and International Programs
Golden Eagle (6)
2nd floor, Room 211

PARKING:
permits/passes must be displayed at ALL TIMES.

Student Permit

- Lot 1A - After 5:00 p.m.
- Lot 2
- Lot 3 - After 5:30 p.m.
- Lot 5
- Lot 7
- Lot 11
- Parking Structure A - All levels
- Parking Structure B - B level after 5:30 p.m., C level
- Parking Structure C - Blue level

Guest passes: park in designated lot or as directed by Information Kiosk or Welcome Center

Without Passes: park in areas with permit dispensers or meters (top level parking structure C; all levels Parking Structure A; C-level Parking Structure B; Lots 2, 5, 7 & 11)

Disabled parking: located as shown on map

Motorcycle/Moped parking: Lot 6, Lot 10, and Parking Structure B

Meter parking: located as shown on map

