**How To Register**

For University course offerings, log onto [www.calstatela.edu/classschedule](http://www.calstatela.edu/classschedule). Under Fall 2017, click **Printable Master List of Classes**; then click **View Fall 2017 Courses in PDF**.

Complete this form and attend the first class meeting. Obtain instructor’s signature and department approval stamp. Include the instructor’s signature and department stamp for each section.

Bring the COMPLETED registration form for processing to the College of Professional and Global Education (PaGE) Enrollment Services Offices, located in the University Student Union, Room 105. Be prepared to make payment upon submission, with approvals, by the stated deadlines.

VISA or MasterCard payment is made at PaGE. If paying with check or cash, bring the completed form to PaGE for initial processing. You will then 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-Thursday, 8:00 a.m. to 6:00 p.m., Friday, 8:00 a.m. to 5:00 p.m.

<table>
<thead>
<tr>
<th>Deadline for Prorated Refund</th>
<th>October 25, 2017</th>
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</thead>
<tbody>
<tr>
<td>Late Registration ($25) Sept.11-15</td>
<td>No Refund</td>
</tr>
<tr>
<td>Writing Proficiency Exam ($25)</td>
<td>No Refund</td>
</tr>
<tr>
<td>Dishonored Check ($25-$35)</td>
<td>No Refund</td>
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</tbody>
</table>

*The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after initial fee payments are made, to increase or modify any listed fee, without notice, until the date when instruction for a particular semester has begun. All CSU listed fees should be regarded as estimates that are subject to change upon approval by The Board of Trustees.*

**Additional Enrollment Information**

It is the student’s responsibility to meet any course pre-requisites. Be prepared to show proof of any prerequisite by providing an unofficial transcript.

For 5000 level (graduate) courses, i.e. ACCT 5000, PHIL 5210, etc., a memo from the department chair, indicating eligibility, is required for enrollment. Submit this memo along with your completed registration form.

For any request to enroll in a supervision course, please contact PaGE at (323) 343-4900 for specific requirements.

Any 0-unit course taken via Open University will be assessed a minimum 1-unit fee.

To audit or take classes credit/no-credit, this form must be submitted, with payment, no later than September 5, 2017. NO EXCEPTIONS.

Note some academic departments close at noon on Fridays. Do not plan to complete Open University Registration on Friday afternoons.

With your CIN and PIN, activate your MyCalStateLA student portal, using a web browser and logging onto [https://id.calstatela.edu/](https://id.calstatela.edu/)

Interested in using the Xtreme Fitness Center? Inform the PaGE staff in the University Student Union, Room 105 to sign up!

**Refund Information**

Refund Request forms, as well as the Drop Request Form, are available in PaGE Enrollment Services, University-Student Union, Room 105. Usual University drop procedures and refund proration apply. Both forms must be completed and submitted to PaGE. Refunds are in the form of a check. Allow 4-6 weeks for processing.

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**Student Information**

Complete entire registration form before submitting with payment.

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**Additional Information**

- Always check for any applicable fees.
- Fees are subject to change.
- The CSU reserves the right to increase fees by the stated deadlines.
- Approval from the department chair, indicating eligibility, is required for enrollment.
- Refer to the University catalog for specific requirements.
- Course components require instructor signature and department stamp.
- Student must submit completed registration form with payment.
- Registration forms are destroyed after payment is received.
- Student signature required on all forms.
- Reference Form 1098-T for tax purposes.
- Social Security Number is voluntary but helps ensure accurate identification and record keeping.
- Credit card expiration dates must be valid.
- Credit card information is not stored after processing.

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**Terms and Conditions**

- Payment must be received by specific deadlines.
- Late fees apply after September 15, 2017.
- Drop and refund procedures apply.
- Refunds are in the form of a check.
- Allow 4-6 weeks for processing.
- The CSU reserves the right to change fees and deadlines.
- The CSU reserves the right to increase fees by the stated deadlines.
- Approval from the department chair, indicating eligibility, is required for enrollment.
- Refer to the University catalog for specific requirements.
- Course components require instructor signature and department stamp.
- Student must submit completed registration form with payment.
- Registration forms are destroyed after payment is received.
- Student signature required on all forms.
- Reference Form 1098-T for tax purposes.
- Social Security Number is voluntary but helps ensure accurate identification and record keeping.
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- Credit card information is not stored after processing.

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**Contact Information**

- Phone: (323) 343-4900
- Address: 5151 State University Drive, Los Angeles, CA 90032-8619
- e-mail: info@calstatela.edu
- Web: [www.calstatela.edu](http://www.calstatela.edu)

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**Financial Information**

- Cash: $25.00 per late fee
- VISA or MasterCard: $25.00 per late fee
- Dishonored Check ($25-$35): None
- Late Registration ($25): Sept.11-15
- Student Union, Room 105: None
- Cashier’s Office: None

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**Additional Notes**

- The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after initial fee payments are made, to increase or modify any listed fee, without notice, until the date when instruction for a particular semester has begun. All CSU listed fees should be regarded as estimates that are subject to change upon approval by The Board of Trustees.

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**Processing Information**

- Date of Birth: MM/DD/YYYY
- Cal State LA CIN #: Please Print
- Other Course Component(s): Please Print
- Course Title: Please Print
- Instructor’s Signature: Please Print
- Dept. Approval Stamp: Please Print
- Payment: (please check one)
  - Cash
  - Check/Money order
  - MasterCard
  - VISA
- How did you learn about Open University? (please check one)
  - Friend/Relative
  - Online Catalog
  - Brochure
  - Ad
  - Other
- Contact Phone Number: Please Print
- Amount $:

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**Addendum**

- The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after initial fee payments are made, to increase or modify any listed fee, without notice, until the date when instruction for a particular semester has begun. All CSU listed fees should be regarded as estimates that are subject to change upon approval by The Board of Trustees.

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**Social Security Number**

- Please Print
- Providing your Social Security Number is voluntary, but helps to ensure accurate identification record keeping. It is also used to issue Form 1098-T, which reports student-related educational costs for annual income tax return. Once a student record is created or activated for the term, this portion of the form is destroyed.
Refund Policy for Open University Registration

Fall 2017

Students enrolled in courses and programs offered through the College of Professional and Global Education (PaGE), including Open University, are entitled to a refund when they follow the established campus procedures to drop classes or withdraw from a program. PaGE’s policies and procedures for refunds are described below.

PaGE 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 to be eligible for a refund is October 25, 2017.

Students who withdraw after October 25, 2017, 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 PaGE.

Refund checks will be mailed to the address noted on the Course/ Program Withdrawal and Request for Refund Form. Refund checks are mailed approximately four to six weeks after the request is received by the College of Professional and Global Education.

To recap for the Fall 2017 term:

Fall Semester

- August 21 - September 8, 2017: Add Period. Instructor’s signature and department stamp are required.
- September 11-15, 2017: Add with a $25 late fee.
- September 6-November 15, 2017: “W” Drop Period. Students who drop a class are eligible to receive a prorated refund. A “W” grade is assigned.
- October 25, 2017: Last day for submitting form to receive a prorated refund.

To view the Fall 2017 Proration Refund Table, please visit Disbursement Office’s web page [http://www.calstatela.edu/univ/sfinserv/disb.php](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 24 semester units of credit earned through Open University may be applied to a bachelor’s degree and up to 9 semester units of departmental pre-approved upper division units may apply toward a master’s degree program at Cal State LA. Registration via Open University Enrollment does not constitute admission to Cal State LA 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. PaGE 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 PaGE and those of Cal State LA. 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. You may be asked by the department to show proof of any prerequisite. Be prepared to provide an unofficial transcript. Students may not use Open University to enroll in supervision courses (SUP), such as, but not limited to, directed study, research, field work cooperative education, thesis, the comprehensive exam or courses with the suffix R without special permission. Consult with PaGE for details for any instance where taking a supervision course is required.

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 must provide proof of disqualification in order to be eligible for Open University the semester following the term they are disqualified.

In compliance with the Americans with Disabilities Act (ADA), the University provides reasonable accommodation to facilitate the participation of covered individuals with disabilities. Please contact the Office of Students with Disabilities for more information.

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