**How To Register**

1. For University course offerings log onto www.calstatela.edu/classschedule, click Winter 2016, then click **View Winter 2016 Courses in PDF**.

2. Complete this form and attend the first class meeting. Obtain instructor’s signature and department approval stamp.

3. 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.

4. VISA or MasterCard payment is made at the 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.

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**Drop Period for Prorated Refund**

<table>
<thead>
<tr>
<th>Item Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 4 - Feb. 18, 2016</td>
<td>Fee less $10.00</td>
</tr>
<tr>
<td>Late Registration ($25) Jan. 25-29</td>
<td>No Refund None</td>
</tr>
<tr>
<td>Writing Proficiency Exam ($115)</td>
<td>No Refund (Register by Jan. 15) None</td>
</tr>
<tr>
<td>Dishonored Check ($25-$35)</td>
<td>No Refund None</td>
</tr>
</tbody>
</table>

**TOTAL $**

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**Return Information**

Refund Request forms, as well as the Drop Request Form, are available in the 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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**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 500 level (graduate) courses, i.e. ACCT 500, CHEM 510, etc., a memo from the department chair, indicating eligibility, is required for enrollment. Submit this memo along with your completed registration form.

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 January 19, 2016.

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/

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

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**California State University, Los Angeles · College of Professional and Global Education (PaGE)**

5151 State University Drive, Los Angeles, CA 90032-8619

**Please Print**

**Quarter** Winter **Year** 2016

<table>
<thead>
<tr>
<th>Class #</th>
<th>Dept/Course No.</th>
<th>Sec.</th>
<th>Item Type</th>
<th>Units</th>
<th>Course Title</th>
<th>Instructor’s Signature</th>
<th>Dept. Approval Stamp</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>31681</td>
<td></td>
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<td></td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

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

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Do you intend to pursue a Bachelor’s Degree? Graduate Degree? Certificate?

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**Contact Phone Number**

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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

Winter 2016

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 and refund is Feb. 18, 2016.

Students who withdraw after Feb. 18, 2016, 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 Winter 2016 term:

Jan. 4 - Jan. 22, 2016 Add Period. Instructor’s signature and department stamp are required.


Jan. 4 - Feb. 18, 2016 Drop Period. Students who drop a class or withdraw from a program to reduce their “unit load” are eligible to receive a pro-rated refund.

Feb. 18, 2016 Last day for submitting form to receive a pro-rated refund.

To view the Winter 2016 Proration Refund Table, please visit Disbursement Office’s web page http://www.calstatela.edu/univ/sfinserv/disp.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 Open University 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 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.

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 PaGE until one full quarter elapses since disqualification.

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.