CALIFORNIA STATE UNIVERSITY
Stanislaus
UNIVERSITY EXTENDED EDUCATION

**Registration Form**

# Open University

## Graduate Fall 2016

For courses numbered 5000 and above

NOTE: You MUST have the professor's permission to enroll in this course. A separate form is required for each course taken.

## PERSONAL INFORMATION

| UNIVERSITY ID NUMBER OR SOCIAL SECURITY NUMBER | DATE OF BIRTH (MM/DD/YYYY) | GENDER |
|---|---|---|
| | | ☐ MALE ☐ FEMALE |

| LAST NAME | FIRST NAME | MIDDLE INITIAL | MAIDEN NAME |
|---|---|---|---|
| | | | |

| MAILING ADDRESS | CITY | STATE | ZIPCODE |
|---|---|---|---|
| | | | |

| DAYTIME PHONE NUMBER | E-MAIL ADDRESS (eg. uee@csustan.edu) |
|---|---|
| | |

| HOW DID YOU HEAR ABOUT OPEN UNIVERSITY? | ETHNIC CODE (see reverse) |
|---|---|
| | |

| HAVE YOU EVER ATTENDED CSU STANISLAUS? | DO YOU PLAN TO ENROLL AT CSU STANISLAUS? | ARE YOU A DISQUALIFIED STUDENT? | DO YOU HOLD A DEGREE? |
|---|---|---|---|
| ☐ Yes ☐ No | ☐ Yes, next semester ☐ Yes, in the future ☐ No | ☐ Yes ☐ No | ☐ Yes ☐ No |

| ARE YOU A US CITIZEN? | IF NOT A US CITIZEN, PLEASE LIST COUNTRY OF ORIGIN | ARE YOU AN INTERNATIONAL STUDENT? | IF YES, LIST VISA TYPE: |
|---|---|---|---|
| ☐ Yes ☐ No | COUNTRY: _____ | ☐ Yes ☐ No | VISA TYPE: _____ |

## COURSE REQUESTED

| TITLE | SUBJECT | NUMBER | SECTION | UNITS |
|---|---|---|---|---|
| | | | | |

| INSTRUCTOR / PROFESSOR NAME | CLASS NUMBER (5 DIGITS) |
|---|---|
| | |

| DO YOU PLAN TO USE BLACKBOARD? | DO YOU PLAN TO USE THE COMPUTER LAB? (If yes, a $15 lab usage fee will be added.) |
|---|---|
| ☐ Yes ☐ No | ☐ Yes ☐ No |

## REQUIRED SIGNATURES

1 _____
PROFESSOR/INSTRUCTOR

2 _____
GRADUATE PROGRAM DIRECTOR / COORDINATOR

3 _____
COLLEGE DEAN

4 _____
**REGISTRANT - By signing above, you recognize that you have fully read and understand the refund policy located on the back of this form**

## PAYMENT INFORMATION

PAYMENT TYPE
☐ CHECK/MONEY ORDER ☐ DISCOVER ☐ VISA
☐ MASTERCARD ☐ CASH * Make Checks payable to CSU

NAME OF CARD HOLDER

CARDHOLDER'S SIGNATURE

X

## OFFICE USE ONLY

☐ COURSE FEE $ _____

☐ LATE FEE ($25) ☐ LAB ($15)

| TERM FALL 2016 | TOTAL UNITS ENROLLED |
|---|---|
| | |

| TOTAL AMOUNT | CHECK NUMBER |
|---|---|
| | |

CREDIT CARD NUMBER

EXPIRATION DATE (MM/YYYY)

Rev. 8/10/16

## OPEN UNIVERSITY ACCESS TO GRADUATE COURSES

Graduate programs at CSU Stanislaus are competitive. Consequently, you may be asked to provide the Graduate Program Coordinator and/or the appropriate College Dean with the following:

1. Evidence of a compelling reason why you should be allowed to enroll for graduate credit through Open University.
2. Evidence of a baccalaureate degree from an accredited college or university.
3. Evidence of an adequate GPA for admission to the specific program from which you are requesting a course.

## INSTRUCTIONS

1. Complete the Graduate Open University Registration Form.
2. Submit the form to the instructor of the course in which you wish to enroll.
3. If the instructor recommends your enrollment, forward your registration form (along with any requested documents) to the Graduate Program Director/Coordinator for review and approval.
4. If approved by the Graduate Program Director/Coordinator, seek permission from the appropriate College Dean to enroll.
5. Upon final approval, return your completed form, with payment, to the University Extended Education Office located in the Mary Stuart Rogers (MSR) Educational Services building, suite 240.

## FEES

Course fees are $355.00 per unit.

- For access to campus computer labs, there will be an additional $15.00 fee.
- Payment in full is required at the time of registration.

## IMPORTANT NOTE TO STUDENTS

To order transcripts, a transcript request form must be filled out and returned to the address listed on the form. These forms may be obtained by calling Enrollment Services at 209.667.3264 or by visiting www.csustan.edu/enrollment-services.

**PLEASE NOTE: You will be responsible for additional fees if your account goes to collection.**

## REFUNDS

If you request a refund after the first class meeting of a course with four meetings or less, no refund can be processed. If you request a refund after the first class meeting of a course with five meetings or more, 65 percent of fees collected will be refunded, less a $25 administrative charge, until 25 percent of the course time has elapsed, after which no refund will be made.

## ETHNIC GUIDES

| Code | Ethnic Group |
|---|---|
| A | Central American |
| B | South American |
| C | Chinese |
| D | Decline to state |
| F | Filipino |
| J | Japanese |
| K | Korean |
| S | Southeast Asian |
| 1 | American Indian or Alaska native |
| 2 | Black (non-Hispanic) |
| 3 | Mexican-Amer, Mexican, Chicano |
| 4 | Other Hispanic |
| 5 | Other Asian |
| 6 | Pacific Islander |
| 7 | White (non-Hispanic) |

## DATES TO REMEMBER

**Fall 2016**

| | |
|---|---|
| | **August** |
| Instruction begins | 24 |
| | **September** |
| Late Registration begins ($25 Late Fee) | 12 |
| Last day to add or drop | 21 |
| Last day to request CR/NC grading option | 21 |
| | **December** |
| Last day of classes | 12 |
| Final Exams | 14-20 |