



**Open University**

**Graduate Spring 2019**

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 <input type="checkbox"/> MALE <input type="checkbox"/> 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)		ARE YOU A CITIZEN? <input type="checkbox"/> Yes <input type="checkbox"/> No
HAVE YOU EVER ATTENDED STANISLAUS? <input type="checkbox"/> Yes <input type="checkbox"/> No	ARE YOU A DISQUALIFIED STUDENT? <input type="checkbox"/> Yes <input type="checkbox"/> No		DO YOU HOLD A DEGREE? <input type="checkbox"/> Yes <input type="checkbox"/> No IF YES, <input type="checkbox"/> ASSOCIATE <input type="checkbox"/> B.A./B.S.		

**COURSE REQUESTED**

TITLE	SUBJECT	NUMBER	SECTION	UNITS
INSTRUCTOR / PROFESSOR NAME		CLASS NUMBER (5 DIGITS)		
DO YOU PLAN TO USE BLACKBOARD? <input type="checkbox"/> Yes <input type="checkbox"/> No		DO YOU PLAN TO USE THE COMPUTER LAB? (If yes, a \$15 lab usage fee will be added.) <input type="checkbox"/> Yes <input type="checkbox"/> 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  VISA  DISCOVER  CHECK/MONEY ORDER  
 MASTERCARD  CASH \* Make Checks payable to CSU Stanislaus

NAME OF CARD HOLDER

CARDHOLDER'S SIGNATURE

**X**

**OFFICE USE ONLY**

COURSE FEE \$ \_\_\_\_\_

LAB (\$15)

TERM SPRING 2019

TOTAL AMOUNT PAID \_\_\_\_\_ CHECK NUMBER \_\_\_\_\_

CREDIT CARD NUMBER \_\_\_\_\_ EXPIRATION DATE (MM/YYYY) \_\_\_\_\_

## OPEN UNIVERSITY ACCESS TO GRADUATE COURSES

Graduate programs at Stanislaus State 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 Extended & International Education Office located in the Mary Stuart Rogers (MSR) Educational Services building, suite 180.

## 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.

## 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 CODES

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

<b>Spring 2019</b>	
	<b>January</b>
Instruction begins	25
	<b>February</b>
Late Registration begins (\$25 Late Fee)	7
Last day to add or drop	21
Last day to request CR/NC grading option	21
	<b>May</b>
Last day of classes	15
Final Exams	16-22

## TRANSCRIPTS

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 visiting [www.csustan.edu/enrollment-services/transcript-request](http://www.csustan.edu/enrollment-services/transcript-request).

Call the OEIE for more details at 209.667.3111.

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