Open University Registration Form
Summary Session 2018

California State University SAN BERNARDINO
College of Extended Learning

PLEASE COMPLETE ENTIRE REGISTRATION FORM

Coyote ID: _____   Student Name: _____
                                         Last   First   M.I.

_____   _____   _____   _____
Mailing Address / P.O. Box if applicable   City   State   Zip Code

Date of Birth: _____/_____/_____   Sex: ☐ Male ☐ Female   Phone: (___) _____

Email Address: _____   Social Security Number: _____

Social Security numbers are used for tax credit purposes

Fees: TBA

Status (circle):   Undergrad/Graduate   BA/BS Degree earned? Yes/No

Course Registration (COMPLETE FOR EACH COURSE)
Session: ☐ Regular   ☐ 6W1   ☐ 6W2

_____   _____   _____
5-digit Class No.   Subject   Course Title

_____   _____   _____   _____
Instructor Name   Days   Hours   Units

**Signature only required for late registration, registration in closed sections and course with Pre-requisites:

_____   _____   _____
Instructor's Signature**   Department Chair's Signature**   Grad. Dean Signature**
                                                           (Required for all 600 level courses)

Course Registration (COMPLETE FOR EACH COURSE)
Session: ☐ Regular   ☐ 6W1   ☐ 6W2

_____   _____   _____
5-digit Class No.   Subject   Course Title

_____   _____   _____   _____
Instructor Name   Days   Hours   Units

**Signature only required for late registration, registration in closed sections and course with Pre-requisites:

_____   _____   _____
Instructor's Signature**   Department Chair's Signature**   Grad. Dean Signature**
                                                           (Required for all 600 level courses)

Lab Registration (COMPLETE FOR EACH LAB)
Session: ☐ Regular   ☐ 6W1   ☐ 6W2

_____   _____   _____
5-digit Class No.   Subject   Course Title

_____   _____   _____   _____
Instructor Name   Days   Hours   Units

**Signature only required for late registration, registration in closed sections and course with Pre-requisites:

_____   _____   _____
Instructor's Signature**   Department Chair's Signature**   Grad. Dean Signature**
                                                           (Required for all 600 level courses)

Summer Session 2018
Important Registration Information

Pre-requisites: All pre-requisites required for the course must have been met to qualify for enrollment. Proof of successful completion may be required by the department.

Payment

Summer visiting students are required to pay all fees for classes at the time of registration. Payment can be made with cash, personal check (payable to CSUSB Extended Learning), MasterCard, Visa, or American Express. Registration for a class will not be accepted without payment.

- The registration fee for Summer Visiting Students can be accessed through the summer website**:**
  https://www.csusb.edu/summer
- Additional fees may be charged for courses that offer laboratory work or individual tutorial instruction.
- **Late fees of $25.00** will be incurred <u>per class</u> for late registrations.
- There is a **$25.00 fee for all dishonored checks.**

Withdrawals and Refunds

- To withdraw from a course, students must complete a College of Extended Learning Withdrawal Form and return it to SH-101. Failure to withdraw from a course before the deadline will result in a failing grade. University Add/Drop slips are not accepted. Withdrawals are not accepted by phone. Students are not automatically dropped for non-attendance, although instructors have the option to drop students who have not appeared in class. Students who have been dropped by the instructor for non-attendance are still bound to the same deadlines for refunds.
- **Petitions to add or withdraw from classes after the first three weeks of the quarter are available online and in SH-101.** University petition forms are not accepted. There will also be a **$25.00 administration fee for each class petitioned through CEL.**

Withdrawal and Refunds Calendar

May   5/18: Open Enrollment for all students including summer visiting students (payment of fees required).

June   6/8: Last day to add without a late fee for 10W and 6W1 sessions.
6/19: Regular Session (10W) and 6W1 100% refund deadline (**with the subtraction of $25.00 administration fee**).
6/20: 10W and 6W1 first day of classes.
6/28: **6W1 Census**; final day to add or drop w/o record of enrollment (no W grade).

July   7/12: **10W Census**; final day to add or drop w/o record of enrollment (no W grade).
7/9: Last day to add without a late fee for 6W2 session.
7/31: 6W2 100% refund deadline (**with the subtraction of $25.00 administration fee**).

August   8/1: 6W2 first day of classes.
8/9: **6W2 Census**; final day to add or drop w/o record of enrollment (no W grade).

Campus Safety Report – California State University, San Bernardino's annual "Campus Safety Report" includes crime statistics and institutional policies from the previous three years concerning reported crimes that occurred on campus, on public property immediately adjacent to and accessible from the campus, and at our satellite Palm Desert Campus. You can obtain a copy of this report by contacting the campus Police Department at (909) 537-5165 or by accessing the following website: http://police.csusb.edu/

Form on the next page