CONTINUOUS ENROLLMENT PROCESS – GRADUATE STUDENTS
Student Information

WHO MAY ENROLL
University policy requires all graduate students to be continuously enrolled at the university each quarter until the awarding of the degree. However, graduate students are not required to be enrolled summer quarter unless they are submitting a thesis, project, or dissertation for review at Graduate Studies. Continuous enrollment can be met either by regular enrollment in California State University, San Bernardino courses, or by enrolling in Graduate Continuous Enrollment course offered through the College of Extended Learning. No credit is earned, however the student is allowed to maintain their status in their graduate degree program.

Project and Thesis Students
Students who have enrolled in the required number of project units but have not completed their project or thesis must maintain continuous enrollment by enrolling in 698 (zero units).

Comprehensive Exam Students
Students who have completed all coursework and are preparing for the comprehensive exam must remain in continuous enrollment by enrolling in 699 (zero units).

FEES
$260 per quarter

HOW TO ENROLL
Students will need to complete the “Non Credit Registration Form” and present to their respective academic college for approval. Upon approval from the College, students must submit the form and payment to the College of Extended and Global Education.

Three ways to register:
1. By mail, using the registration form; mail registration form to College of Extended Learning, 5500 University Parkway, San Bernardino, CA 92407.
2. In person at the College of Extended and Global Education; if paying with cash, please have exact amount.
3. By phone, by faxing the registration form to 909-537-5907. Once registration form is received, the student must call within 24 hours to pay course fee using a Visa, Mastercard, or American Express.

Late Registration
Students must register by the end of the third week of the quarter or a late fee will apply.

COLLEGE OF EXTENDED AND GLOBAL EDUCATION
cel.csusb.edu
Direct line: 909-537-5975
# Non-Credit Registration Form

**College of Extended Learning**  
**Graduate Studies Comprehensive Examination Course**  
**Non-Credit Registration Form**

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**Coyote ID #**

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**Last Name**  
**First Name**  
**Middle Initial**

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**Mailing Address (Number, Street & Apt. or P.O. Box)**

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**City**  
**State**  
**Zip Code**

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**Date of Birth**  
**Email Address**

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**Day Phone Number**  
**Evening Phone**

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<table>
<thead>
<tr>
<th>Class Title</th>
<th>Instructor</th>
<th>Rank</th>
<th>Course Fee</th>
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<tbody>
<tr>
<td>999-Comprehensive Examination (0 units)</td>
<td></td>
<td></td>
<td>$260 per quarter</td>
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**Approved By:**

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**Graduate Dean/Chair/Program Coordinator**  
**Dean/Chair/Coordinator Signature**  
**Date**

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**Payment & Registration Information**

- **Payment by mail:** Attach check/money order to registration form and make payable to CSUSB Extended Learning. Write your CSUSB Coyote ID on your check or Money Order. Return Payment with this form to “CSUSB – College of Extended Learning, 5500 University Pkwy, San Bernardino 92407-9984.

- **Payments made in Person:** Bring signed registration form and payment to College of Extended Learning, Sierra Hall 134.

- **Payments by phone:** You may fax/email registration form to .... Once registration has been received you have 24 hours to call and pay course fees using a Visa, MasterCard, or American Express.

- **Refunds:** The course fee is non-refundable. Please make sure you have the appropriate approval prior to registering.
Term:  ● Fall  ● Winter  ● Spring  ● Summer  20_______

College of Extended Learning
Graduate Studies Continuous Enrollment
Non-Credit Registration Form

___________________________
Coyote ID #

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<thead>
<tr>
<th>Last Name</th>
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<th>Middle Initial</th>
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Mailing Address (Number, Street & Apt. or P.O. Box)

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<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
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__________________ __________________________
Date of Birth Email Address

__________________ __________________________
Day Phone Number Evening Phone

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<th>Rank</th>
<th>Course Fee</th>
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</thead>
<tbody>
<tr>
<td>698-Continuous Enrollment for Graduate Candidacy Standing (0 units)</td>
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<td></td>
<td>$260 per quarter</td>
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___________________________
College & Dept.

___________________________
Graduate Major

___________________________
Major Code

Approved By:

___________________________ __________________________
Graduate Dean/Chair/Program Coordinator Dean/Chair/Coordinator Signature Date

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