

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 Learning.

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, Monday to Thursday at the College of Extended Learning (Sierra Hall, Room 134); 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 LEARNING CONTACT

LeSondra M. Jones, Program Coordinator, Professional and Continuing Education
Sierra Hall 134
Direct line: 909-537-3990

Term: Fall Winter Spring Summer 20_____

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

Coyote ID#

Last Name First Name Middle Initial

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

City State Zip Code

Date of Birth Email Address

Day Phone Number Evening Phone

Class Title	Instructor	Rank	Course Fee
999-Comprehensive Examination (0 units)			\$260 per quarter

College & Dept.

Graduate Major

Major Code

Approved By:

Graduate Dean/Chair/Program Coordinator

Dean/Chair/Coordinator Signature

Date

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 #

Last Name First Name Middle Initial

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

City State Zip Code

Date of Birth

Email Address

Day Phone Number

Evening Phone

Class Title	Instructor	Rank	Course Fee
698-Continuous Enrollment for Graduate Candidacy Standing (0 units)			\$260 per quarter

CSUSB&DEPT of Education
Leadership&Technogy
College & Dept.

Instructional Technology
Graduate Major

Major Code

Approved By:

Graduate Dean/Chair/Program Coordinator

Dean/Chair/Coordinator Signature

Date

Payment & Registration Information

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