Summer Session 2019
Important Registration Information

A maximum of 36 units taken through Open University may be applied toward an undergraduate degree; a maximum of 13 Open University units may be applied toward a graduate program (subject to approval by the appropriate department).

**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), 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](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 per class 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 and Global Education Petition to Drop after Census 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 be a $25.00 administration fee for each class petitioned through CEGE.

**Withdrawal and Refunds Calendar**

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May</td>
<td>5/23</td>
<td>Open Enrollment for all students including summer visiting students (payment of fees required).</td>
</tr>
<tr>
<td>June</td>
<td>6/10</td>
<td>Last day to add without a late fee for 10W, 6W1 and 6W2 sessions.</td>
</tr>
<tr>
<td></td>
<td>6/18</td>
<td>Regular Session (10W) and 6W1 100% refund deadline (with the subtraction of $25.00 administration fee). <strong>No refunds will be issued after the first day of classes.</strong></td>
</tr>
<tr>
<td></td>
<td>6/19</td>
<td>10W and 6W1 first day of classes.</td>
</tr>
<tr>
<td></td>
<td>6/27</td>
<td>6W1 Census; final day to add or drop w/o record of enrollment (no W grade).</td>
</tr>
<tr>
<td>July</td>
<td>7/10</td>
<td><strong>10W Census;</strong> final day to add or drop w/o record of enrollment (no W grade).</td>
</tr>
<tr>
<td></td>
<td>7/30</td>
<td>6W2 100% refund deadline (with the subtraction of $25.00 administration fee). <strong>No refunds will be issued after the first day of classes.</strong></td>
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<tr>
<td></td>
<td>7/31</td>
<td>6W2 first day of classes.</td>
</tr>
<tr>
<td>August</td>
<td>8/8</td>
<td><strong>6W2 Census;</strong> final day to add or drop w/o record of enrollment (no W grade).</td>
</tr>
</tbody>
</table>

**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/](http://police.csusb.edu/)

Form on the next page
Open University Registration Form  
Summer Session 2019

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: $260 per unit

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

Course Registration (COMPLETE FOR EACH COURSE)

Session: ☐ Regular  ☐ 6W1  ☐ 6W2

<table>
<thead>
<tr>
<th>5-digit Class No.</th>
<th>Subject</th>
<th>Course Title</th>
</tr>
</thead>
</table>

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

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Instructor Name ____________________________  Days ____________________________  Hours ____________________________  Units ____________________________

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

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(Required for all 600 level courses)

Lab Registration (COMPLETE FOR EACH LAB)

Session: ☐ Regular  ☐ 6W1  ☐ 6W2

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</table>

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)

CSUSB College of Extended & Global Education, SH-101 5500 University Parkway San Bernardino, CA 92407 (909) 537-5975 Fax (909) 537-5907