

OPEN UNIVERSITY REGISTRATION FORM

CALIFORNIA STATE UNIVERSITY LONG BEACH

(Registration instructions on reverse side)

REGISTRATION DEADLINE—Monday, September 28, 2009

(Registration is not complete until registration form is returned to College of Continuing and Professional Education)

California State University
Long Beach
College of Continuing and
Professional Education



SEMESTER: FALL 2009

CAMPUS I.D.

____ - ____ - _____

SOCIAL SECURITY NUMBER

LAST NAME

FIRST NAME

MI

Enter any other name you may have used at CSULB:

Last Name

First Name

MI

Have you ever attended CSULB before: Y (yes); N (no)

If yes, did you attend CSULB prior to Fall 1988: Y (yes); N (no)

Enter the **last** term and year in which you attended a course offered by CSULB: _____

Are you currently a disqualified CSULB student? Y (yes); N (no)

Academic Advising Signature _____ Date _____

Address _____ Apt. No. _____

City _____ State _____ ZIP _____

() _____ () _____

Daytime Phone _____ Evening Phone _____

email Address _____

Date of Birth: Month/Day/Year _____

Sex: Male Female

Do you have a Bachelors Degree? Y (yes); N (no)

If no, please enter your class level (enter #): 1. Freshman (0-29 units)
2. Sophomore (30-59 units)
3. Junior (60-89 units)
4. Senior (90 plus units)

Country of Citizenship _____

	ACTION ADD DROP	COURSE	CLASS NUMBER	SECTION	UNITS	*INSTRUCTOR SIGNATURE	*DEPARTMENT CHAIR SIGNATURE/STAMP	**MAJOR ADVISOR SIGNATURE OR COLLEGE DEAN'S SIGNATURE	GRADE OPTION (CN or AU request only)
1.									
2.									
3.									
4.									

*Required to add a course.

**Grade Option box

OFFICE USE ONLY

Before Change After Change

TOTAL FEES:\$ _____ Input by: _____

Payment Method:

Other _____

Check # _____

Credit Card # _____

Card Holder's Name _____

Expiration Date _____

CVC Code _____

Authorizing Signature _____

HOW TO USE THIS FORM

Registration Deadline Date—Monday, September 28, 2009

Submit this form to College of Continuing and Professional Education after completing the following steps:

- A. Print your social security number, campus ID number if you are a returning student, name, address, and telephone number at the top of this form.
- B. Complete information in the action, course, section, class number, and units column for each course request.

TO ADD A COURSE

1. Fill in action, course, section, class number, and units for each course.
2. Obtain instructor's signature for each course.
3. Obtain department chair or designee signature for each course.
4. Register for classes at CCPE office, by turning in the registration form and fee payment on or before Monday, September 28, 2009

DECLARATION OF CR/NC OPTION

If not currently enrolled in the course:

1. Follow instructions TO ADD A COURSE above.
2. Fill in the grade option box—CR.
3. Obtain signature of your major advisor in the grade option box and department stamp.
4. Submit completed form to CCPE office.

If currently enrolled in the course:

1. Fill in course, number, and section.
2. Fill in the grade option box—CR.
3. Obtain signature of your major advisor in the grade option box.
4. Obtain stamp from the department in which the course is taught.
5. Submit completed form to CCPE office.

THE DECISION TO TAKE A COURSE CR/NC IS FINAL AND IRREVERSIBLE AND MUST BE MADE ON OR BEFORE SEPTEMBER 28, 2009. IF DECLARING CR/NC YOU WILL NOT RECEIVE A LETTER GRADE FOR THE CLASS.

To view student record, please go to www.my.csulb.edu.

User ID: Campus ID

Password: Date of birth in six digits only (first time users).

TO DROP A COURSE

1. Fill in action code as "D" and complete department, number, section, and units.
 - 2a. WEEKS 1 AND 2 (August 31-September 11)
No signatures or stamps are required.
 - 2b. WEEKS 3 THROUGH 12 (September 14-November 20)
Instructor and department chairperson signatures are required. You will receive a "W" on your transcript.
 - 2c. WEEKS 13 THROUGH 15 (November 23-December 11)
Instructor, department chairperson, college dean, and University Provost signatures are required. Only extenuating circumstances will be considered.
3. Submit completed form to CCPE office.
4. Last day to drop a course is Friday, December 11, 2009.

DECLARATION OF AUDIT OPTION

If not currently enrolled in the course:

1. Follow the instructions TO ADD A COURSE above.
2. Fill in the grade option box—AU.
3. Obtain signature of the instructor in the grade option box. (Instructor must sign twice, once for the add, once again in the grade option box.)
4. Submit completed form to CCPE office.

If currently enrolled in the course:

1. Fill in course, number and section.
2. Fill in grade option box—AU.
3. Obtain signature of the instructor in the grade option box.
4. Submit completed form to CCPE office.

THE DECISION TO AUDIT A COURSE IS FINAL AND IRREVERSIBLE AND MUST BE MADE ON OR BEFORE SEPTEMBER 28, 2009.

TRANSFER OF FEES FROM ONE COURSE TO ANOTHER IS NOT PERMITTED DURING OPEN UNIVERSITY.

Open university students must use open university registration forms to add or drop classes or file grade options.

☆☆ REFUND SCHEDULE ☆☆☆

Last day to receive a partial refund is Friday, October 2, 2009

First week of the semester (August 31-September 4)	Total fees minus \$10.00
Second week (September 7-September 11)	Total fees minus 25%
Third week (September 14-18)	Total fees minus 50%
Fourth and Fifth weeks (September 21-October 2)	Total fees minus 75%
Start of Sixth week (October 5)	No Refund

Students registering for internet courses, do so with the understanding that they must have an alternate computer, in the event there is a system failure to their primary computer. No refunds will be granted due to student's personal computer failure.