



California State University | Stanislaus

One University Circle • Turlock, California • 95382 • phone: 209.667.3111 • uee@csustan.edu • www.ExtendedEd.com

SPRING 2010

OPEN UNIVERSITY GRADUATE COURSE REGISTRATION

For courses numbered 5000 and above

INSTRUCTIONS

1. A separate form is required for each course taken.
2. Unless otherwise notified, your cancelled check, money order or credit card receipt is confirmation of your registration.
3. Failure to attend the full program may result in failing or no credit being recorded.

NOTE: You MUST have the professor's permission to enroll in this course.

PERSONAL INFORMATION

UNIVERSITY ID NUMBER OR SOCIAL SECURITY NUMBER		DATE OF BIRTH (MM/DD/YYYY)		GENDER <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	
LAST NAME		FIRST NAME		MIDDLE INITIAL	MAIDEN NAME
MAILING ADDRESS			CITY	STATE	ZIP CODE
DAYTIME PHONE NUMBER			E-MAIL ADDRESS (eg. uee@csustan.edu)		
HOW DID YOU HEAR ABOUT OPEN UNIVERSITY COURSES? (Check all that apply)					ETHNIC CODE (Voluntary - see reverse)
<input type="checkbox"/> Flyer	<input type="checkbox"/> Postcard	<input type="checkbox"/> Letter from Admissions	<input type="checkbox"/> Extended Ed Insert in Modesto Bee		
<input type="checkbox"/> Extended Education Letter	<input type="checkbox"/> Extended Ed Web site	<input type="checkbox"/> Other			

COURSE REQUESTED

TITLE	DEPARTMENT	NUMBER	SECTION	UNITS
PROFESSOR'S / INSTRUCTOR'S NAME		CRN NUMBER		
DO YOU PLAN TO USE THE COMPUTER LAB? (A \$15 lab usage fee will be added)		DO YOU PLAN TO USE BLACKBOARD? (A \$15 set up fee will be added)		
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		

REQUIRED SIGNATURES

1 PROFESSOR / INSTRUCTOR	DATE
2 GRADUATE PROGRAM DIRECTOR / COORDINATOR	DATE
3 ASSOCIATE DIRECTOR OF THE GRADUATE SCHOOL	DATE
4 REGISTRANT - By signing above, you recognize that you have fully read and understand the refund policy located on the back of this form.	DATE

PAYMENT INFORMATION

PAYMENT TYPE	
<input type="checkbox"/> CHECK/MONEY ORDER	<input type="checkbox"/> DISCOVER
<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> CASH
<input type="checkbox"/> VISA	
CREDIT CARD NUMBER	
EXPIRATION DATE (MM/YYYY)	

X
CARDHOLDER'S SIGNATURE

* Make Checks payable to CSU Stanislaus

OFFICE USE ONLY

<input type="checkbox"/> COURSE FEE (\$)	
<input type="checkbox"/> LATE (\$25) <input type="checkbox"/> BLACKBOARD (\$15) <input type="checkbox"/> LAB (\$15)	
TERM	TOTAL UNITS ENROLLED
TOTAL AMOUNT PAID	
CHECK #	

PLEASE BRING THIS FORM BACK TO UEE

OPEN UNIVERSITY ACCESS TO GRADUATE COURSES

Graduate programs at CSU Stanislaus are competitive. Consequently, you may be asked to provide the Graduate Program Coordinator and/or the appropriate college Dean with the following:

1. Evidence of a compelling reason why you should be allowed to enroll for graduate credit through Open University.
2. Evidence of a baccalaureate degree from an accredited college or university.
3. Evidence of a G.P.A. adequate to be admitted to the specific program from which you are requesting to take a course.

INSTRUCTIONS

1. Complete the Graduate Open University Registration Form.
2. Submit the form to the instructor of the course in which you wish to enroll.
3. If the instructor recommends your enrollment, forward your registration form (along with any requested documents) to the Graduate Program Director/Coordinator for review and approval.
4. If approved by the Graduate Program Director/Coordinator, seek permission from the appropriate college Dean to enroll.
5. Upon final approval, return your completed form to the University Extended Education Office located in MSR 240. If your course requires use of the Blackboard system, advise Extended Education of this so the charge can be made and your account created.

FEES

- Course fees are \$300.00 per unit.
- For courses requiring Blackboard access, there will be an additional \$15.00 fee.
- For access to campus computer labs, there will be an additional \$15.00 fee.
- Payment in full is required at the time of registration.

IMPORTANT NOTE TO STUDENTS

To order transcripts, a transcript request form must be filled out and returned to the address listed on the form. These forms may be obtained by calling Enrollment Services at 209.667.3264

PLEASE NOTE: You will be responsible for additional fees if your account goes to collection.

REFUNDS

If you request a refund after the first class meeting of a course with four meetings or less, no refund can be processed. If you request a refund after the first class meeting of a course with five meetings or more, 65 percent of fees collected will be refunded, less a \$25 administrative charge, until 25 percent of the course time has elapsed, after which no refund will be made.

ETHNIC GUIDES

Code	Ethnic Group
A	Central American
B	South American
C	Chinese
D	Decline to state
F	Filipino
J	Japanese
K	Korean
S	Southeast Asian
1	American Indian or Alaska native
2	Black (non-Hispanic)
3	Mexican-American, Mexican, Chicano
4	Other Hispanic
5	Other Asian
6	Pacific Islander
7	White (non-Hispanic)
8	Other

DATES TO REMEMBER

Spring 2010	
	February
Instruction begins	16
	March
Late Registration begins (\$25 Late Fee)	8
Last day to add or drop	15
Last day to request CR/NC grading option	15
	May
Last day of classes	24