



# California State University | Stanislaus

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

## SPRING 2010

# OPEN UNIVERSITY

## UNDERGRADUATE REGISTRATION FORM

For courses numbered 4995 and below

### 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? (Check all that apply) <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"/> Ad in MJC's Pirates Log <input type="checkbox"/> Extended Education letter <input type="checkbox"/> Extended Ed Web site <input type="checkbox"/> Sign on campus <input type="checkbox"/> Other _____					ETHNIC CODE (Voluntary - see reverse)
HAVE YOU EVER ATTENDED CSU STANISLAUS? <input type="checkbox"/> Yes <input type="checkbox"/> No	DO YOU PLAN TO ENROLL AT CSU STANISLAUS? <input type="checkbox"/> Yes, next semester <input type="checkbox"/> Yes, in the future <input type="checkbox"/> No		ARE YOU A DISQUALIFIED STUDENT? <input type="checkbox"/> Yes <input type="checkbox"/> No		DO YOU HOLD A DEGREE? <input type="checkbox"/> Yes <input type="checkbox"/> No

### COURSE REQUESTED

TITLE	DEPARTMENT	NUMBER	SECTION	UNITS
INSTRUCTOR'S / PROFESSOR'S NAME		CRN NUMBER		
INSTRUCTOR'S SIGNATURE		DO YOU PLAN TO USE THE COMPUTER LAB? (A \$15 lab usage fee will be added) <input type="checkbox"/> Yes <input type="checkbox"/> No		
INTERNATIONAL STUDENT ADVISOR'S SIGNATURE (International students only)		DO YOU PLAN TO USE BLACKBOARD? (A \$15 set up fee will be added) <input type="checkbox"/> Yes <input type="checkbox"/> No		
SIGNATURE OF REGISTRANT <b>X</b>		DATE		

NOTICE: BY SIGNING ABOVE, YOU RECOGNIZE THAT YOU HAVE FULLY READ AND UNDERSTAND THE REFUND POLICY LOCATED ON THE BACK OF THIS FORM.

### PAYMENT INFORMATION

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

**ATTENTION STUDENTS TAKING COLLEGE OF EDUCATION COURSES  
PLEASE OBTAIN SIGNATURE FROM APPROPRIATE DEPT. CHAIR:**

\_\_\_\_\_  
(DEPT OF TEACHER EDUC., ADVANCED STUDIES OR PHYSICAL EDUC.) CHAIR'S SIGNATURE

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## **ABOUT OPEN UNIVERSITY**

Open University allows individuals in the community to enroll in regular University classes without formal admission to California State University, Stanislaus. The program offers educational opportunities for those wanting to update professional skills, make a career change, explore degree options or try out college level academic work.

- Admission to the University is not required
- Available summer, fall, winter, and spring semesters
- Course fees are \$250.00 per unit.
- A maximum of 24 units of credit may be applied toward CSU Stanislaus undergraduate degree (please check with your major department for any additional restrictions)
- Open University credit may be transferred to other institutions (please check with the other institution to determine their requirements)
- Open University students are subject to all regular University rules and regulations
- Open University is only available to individuals who are not currently admitted to the University

## **INSTRUCTIONS/FEEES**

1. View the University schedule of classes online at [www.csustan.edu](http://www.csustan.edu).
2. Pick up this Undergraduate Open University Registration form from University Extended Education, or from: [www.ExtendedEd.com](http://www.ExtendedEd.com)
3. Attend the first class meeting and obtain the instructor's signature and department approval, where applicable. At this time you should also discuss with the instructor whether using a lab is recommended for the class and if the instructor will be using Blackboard (Open University students must pay an additional \$15 for access to campus labs and an additional \$15 for access to Blackboard). International students must obtain an advisor's signature. Students taking a class that falls under the College of Education must obtain the Department Chair's signature.
4. Return the signed registration form to the Extended Education office and pay class fees.

Call the UEE office for more details at 209.667.3111.

## **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-Amer, Mexican, Chicano
4	Other Hispanic
5	Other Asian
6	Pacific Islander
7	White (non-Hispanic)
8	Other

## **DATES TO REMEMBER**

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