

## Credit Registration Form

**Mailing Address:**

6300 State University Drive Suite 100  
Long Beach, CA 90815

**Student Services Center Hours:**

Monday–Thursday  
8:00 am–5:00 pm  
Friday  
9:00 am–5:00 pm

**Phone:**

(562) 985-5561  
(800) 963-2250

**FAX:**

(562) 985-5823

Check One:  
 Spring     Winter  
 Fall         Summer  
 Year: \_\_\_\_\_

**Campus I.D.**  
 \_\_\_\_\_  
 Social Security (New Student Only)  
 \_\_\_\_\_  
 Birth Date \_\_\_\_\_ Today's Date \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. (Other Name) \_\_\_\_\_

Address \_\_\_\_\_ Apt. No. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Please check here if this is a change of address

( \_\_\_\_\_ ) \_\_\_\_\_ ( \_\_\_\_\_ ) \_\_\_\_\_  
 Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_

Do you have a Bachelor's Degree?  Yes  No    Ever attend CSULB before?  Yes  No  
 If YES, when? \_\_\_\_\_

Country of Citizenship \_\_\_\_\_

**I wish to enroll in these classes:**

Add	Drop	Class#	Course	Section	Instructor Signature* (If Applicable)	Department Signature* (If Applicable)	Units	Fee

\*Instructor permission required once class begins and for closed or special permission classes.

**This form may not be used for Open University classes.**

**Method of Payment:**

- Check Enclosed—Made payable to CSULB  
 MasterCard     VISA     American Express  
 Other: \_\_\_\_\_

Account Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

PRINT name as it appears on card: \_\_\_\_\_

**Authorized Signature** \_\_\_\_\_

**Three Convenient ways to Register!**

**In Person:** Bring completed registration form and payment to the address at left during business hours.

**By Mail:** Send completed registration form and payment to our mailing address (at left).

**By Phone:** Call during business hours at (562) 985-5561 or (800) 963-2250 to register with your VISA, MasterCard, or American Express. Only accepted before class begins.

A separate registration form is needed for each person who wishes to enroll. If you need extra forms, we'll be glad to send you more.

**Schedule Changes:** Due to circumstances often beyond our control, the College of Professional and International Education reserves the right to cancel, postpone, or combine classes or change instructors. Every effort will be made to accommodate students who are inconvenienced by such changes.

**See back of registration form for refund information.**

**CLASS FEE:** \_\_\_\_\_

**LATE FEE:** \_\_\_\_\_

**ID FEE:** \_\_\_\_\_

**TOTAL FEES: \$** \_\_\_\_\_

Input by

# Refund and Withdrawals

Refunds are based on the date an official withdrawal form is submitted to the College of Professional and International Education office (CPIE).

- A refund check will be issued for registration payments made by check. Please allow 4 weeks for processing.
- Credit card accounts will be credited for registration payments made by credit card. Please allow two to three weeks for processing.

**A delay in submitting required forms may result in a reduced refund.**

## Credit Courses (Extension Credit and Special Sessions)

### Refund Requests

- Students with appropriate signatures must officially drop their course(s) and submit a refund application form to CPIE.
- Refunds are calculated based on the date the request is received at CPIE.
- Please be aware that any outstanding financial obligation to the university (i.e., library fines) may be withheld from your refund.
- If a course is cancelled for any reason, students may transfer their fees to other courses or request a full refund of fees.

### Refund Schedule

**Day 1 to 25% of the course:**

65% refund of total fees

**After the 25% mark of a course:**

No Refund

**Non-attendance, a returned check for non-sufficient funds or stopped payment on a check does not constitute an official withdrawal, nor does it relieve a student's financial obligation for the course.**

For refunds due to illness, contact the CSULB Enrollment Services, BH-101 at (562)985-5471. A medical withdrawal must be turned in, please visit [web.csulb.edu/depts/enrollment/forms/](http://web.csulb.edu/depts/enrollment/forms/)

### Withdrawal Information

The instructor's signature on a CPIE drop form is required to drop a credit course after the first class meeting. Instructor and department approval are required after 27% of the course time has elapsed, at which time a "W" will be posted on the student's transcript. Please contact CPIE for more information.

Students are obligated to officially withdraw from their courses even though they may not have attended. Withdrawals during the last week of instruction require instructor, department chair, and college dean approval. Only extenuating circumstances will be considered and reviewed for approval by the University Provost.