

HOW TO USE THIS FORM

Registration Deadline Date: Monday, September 25, 2017

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

- A. Print your social security number or campus I.D. 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 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 25, 2017.

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

User I.D.: Campus I.D.

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

TO DROP A COURSE

- 1. Check DROP box and complete department, number, section, and units.
 - 2a. AUGUST 28–SEPTEMBER 11
No signatures or stamps are required.
 - 2b. SEPTEMBER 12–NOVEMBER 17
Instructor and department chairperson signatures are required. You will receive a "W" on your transcript. A "Petition to Withdraw" form must be used.
 - 2c. Submit completed form to CCPE office.
 - 2d. NOVEMBER 20–DECEMBER 12
Instructor, department chairperson, and college dean signatures are required. Only extenuating circumstances will be considered. University Provost will review for final approval.
 - 2e. Submit form to Enrollment Services during the last three weeks of the semester.
- 3. Last day to drop a course is Tuesday, December 12, 2017.

Open university students must use open university registration forms to add classes.

☆☆ REFUND SCHEDULE ☆☆

Last day to receive a partial refund is Friday, September 15, 2017.

Week 1– Week 3 (August 28–September 15)	65% of total
fees Start of Fourth week (September 18)	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.

Questions? Please call (800) 963-2250 or (562) 985-5561 • ccpe-info@csulb.edu

Hours: Monday through Thursday 8am–5pm, Fridays 9am–5pm