

HOW TO USE THIS FORM

Registration Deadline Date: Monday, September 23, 2019

Please refer to the CPIE Fall 2019 Open University website at www.cpie.csulb.edu/OpenUniversity for detailed instructions on how to register for classes. The process is different depending on the college. If you are a returning student from Spring or Summer Sessions 2019, you may be able to register through self-service without this paper form.

TO DROP A COURSE

1. Check DROP box and complete department, number, section, and units.

2a. AUGUST 26–SEPTEMBER 9

No signatures or stamps are required.

2b. SEPTEMBER 10–NOVEMBER 15

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 CPIE office.

2d. NOVEMBER 18–DECEMBER 9

Instructor, department chairperson, and college dean signatures are required. Only extenuating circumstances will be considered. University Provost will review for final approval. Catastrophic withdrawals only. Please visit the CPIE website for more information.

2e. Submit form to Enrollment Services during the last three weeks of the semester.

3. Last day of instruction is December 9.

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

☆☆ REFUND SCHEDULE ☆☆

Last day to receive a partial refund is Monday, September 13, 2019.

Week 1–Week 3 (August 27–September 13)	65% of total fees
Start of Fourth week (September 16)	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 • cpie-info@csulb.edu

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