

OPEN UNIVERSITY REGISTRATION FORM

(Registration instructions on reverse side)

REGISTRATION DEADLINE: Monday, February 18, 2019

(Registration is not complete until registration form is returned to College of Continuing and Professional Education)

SEMESTER: SPRING 2019

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CAMPUS I.D.

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(New Student Only)

SOCIAL SECURITY NUMBER

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LAST NAME

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

FIRST NAME

MI

Enter any other name you may have used at CSULB:

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Last Name

First Name

MI

Have you ever applied to CSULB before? Y (yes); N (no)

Have you ever attended CSULB before? Y (yes); N (no)

If yes, did you attend CSULB prior to Fall 1988? Y (yes); N (no)

Enter the last term and year in which you attended a course offered by CSULB: _____

Address

Apt. No.

City

State

ZIP

()

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Cellular

Other

Email Address

Date of Birth: Month/Day/Year

Country of Citizenship

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Are you currently a disqualified CSULB student? Y (yes); N (no) Gender: _____

Do you have a Bachelor's degree? Y (yes); N (no)

How did you hear about Open University?

	ACTION ADD DROP	COURSE SUBJECT AND NUMBER	CLASS NUMBER	SECTION	UNITS	INSTRUCTOR SIGNATURE (see below)	ASSOCIATE DEAN APPROVAL (CBA only)
1.							
2.							
3.							
4.							

Instructor Signature:

- **College of the Arts and College of Natural Sciences and Mathematics:** instructor signature only.
- **College of Business:** instructor and Associate Dean signatures only, go to CBA Room 100 for Associate Dean approval.
- **College of Education, College of Engineering, College of Health and Human Services, and College of Liberal Arts:** visit the CCPE website for further instructions on how to register.

OFFICE USE ONLY	<input type="checkbox"/> Before Change	<input type="checkbox"/> After Change	COURSE FEES: \$ _____	Input by: <input type="text"/>
			I.D. SERVICES FEE: \$ _____	
			INSTALLMENT PLAN FEE: \$ _____	PP: <input type="text"/>
			OTHER COURSE FEES: \$ _____	
			TOTAL FEES: \$ _____	
Payment Method:				
<input type="checkbox"/> Other _____				
<input type="checkbox"/> Check # _____				
<input type="checkbox"/> Credit Card # _____		Expiration Date _____ Security Code _____		
Card Holder's Name _____		Authorizing Signature _____		

HOW TO USE THIS FORM

Registration Deadline Date: Monday, February 18, 2019

Please refer to the CCPE Spring 2019 Open University website at www.ccpe.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 Fall 2018 or Winter 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. JANUARY 22–FEBRUARY 4

No signatures or stamps are required.

2b. FEBRUARY 5–APRIL 19

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. APRIL 22–MAY 10

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 CCPE website for more information.

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

3. Last day of instruction is MAY 10.

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

☆☆ REFUND SCHEDULE ☆☆

Last day to receive a partial refund is Friday, February 8, 2019.

Week 1–Week 3 (January 22–February 8)	65% of total fees
Start of Fourth week (February 11)	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 8 am–5 pm, Fridays 9 am–5 pm