

College of Extended Learning Registration Form

Please write priority code number from mailing label here:

➤ Term: Winter Spring Summer Fall 200_____

➤ Have you ever attended this university before? Yes No If yes, did you take Extension classes only? Yes No

➤ Do you have a Bachelors Degree Masters Degree

Last Name (PLEASE PRINT) _____ First Name _____ Middle Initial _____

Enter here any other name or student ID# you have used at CSUSB _____

* Mailing Address (Number, Street and Apt. Number or P.O. Box) _____

City _____ State _____ Zip Code _____

E-Mail Address _____ Home Work

Employer/Organization/School District _____

➤ **Phone Number** (include area code) In the event of course cancellation, we will make every effort to contact you.

Daytime: _____ X _____ Home Work Other

Evenings: _____ X _____ Home Work Other

➤ **Date of birth:** _____/_____/_____ (Required for registrants to Extension courses.)

➤ **Sex:** Male Female ➤ I am a member of the CSUSB Alumni Association.

➤ For information concerning special services to accommodate a physical, perceptual or learning disability, please contact the College of Extended Learning at (909) 537-5975.

*Address above is for Extended Learning use only. If you have a change of address for CSUSB courses, please notify the Office of Records, Registration and Evaluations directly in UH-171, or at (909) 537-5200.

HOW TO REGISTER

Early registration is suggested for all classes and required for many, with the date noted specifically in the course description.



Four ways to register:

1) **Online** at <http://cel.csusb.edu> using VISA, MasterCard or American Express;



2) **By mail**, using the registration form inside this course catalog; mail registration form to: College of Extended Learning, 5500 University Parkway, San Bernardino, CA 92407-2393;



3) **By phone**, (909) 537-5975, using VISA, MasterCard or American Express;



4) **In person**, Monday–Friday at the College of Extended Learning (Sierra Hall, Room 134), Saturday and Sunday at the Yasuda Center; if paying with cash, please have exact amount.

In most cases, early registration assures enrollment in a course; however, some courses have set limits on enrollment and registrations are accepted on a first-come, first-served basis. To avoid the inconvenience of registering at the door and the possibility that the desired course may be full, participants are urged to register in advance. Late registration may be permitted, subject to the instructor's approval. Students auditing a course must also register and pay full course fees.

Declined credit cards and dishonored checks: There is a \$25 fee for all declined credit cards or returned checks.

Refunds and withdrawals: Students must notify the College of Extended Learning in writing in advance of the first class meeting to receive a full refund, less a \$10 administrative fee.

REQUIRED: How did you hear about this course and/or the College of Extended Learning? (Check as many as apply.)

- | | | | | |
|---|---|---|---|--|
| <input type="checkbox"/> Course Catalog | <input type="checkbox"/> Phone call to Extended Learning | <input type="checkbox"/> Ad: | <input type="checkbox"/> The Sun | <input type="checkbox"/> Web Search Engine |
| <input type="checkbox"/> Home <input type="checkbox"/> Office <input type="checkbox"/> Friend | <input type="checkbox"/> Flyer/Brochure | <input type="checkbox"/> The Press-Enterprise | <input type="checkbox"/> The Business Press | URL: _____ |
| <input type="checkbox"/> Picked up at _____ | <input type="checkbox"/> Radio station: _____ | <input type="checkbox"/> The Business Press | <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Word of mouth |
| | <input type="checkbox"/> Newspaper article/calendar listing | <input type="checkbox"/> Other: _____ | | <input type="checkbox"/> Other: _____ |

➤ Ethnicity (Optional) Please circle appropriate code.

- | | | | |
|---|--|-------------------------|--------------------------|
| 1 American Indian or Alaskan Native | P Puerto Rican | M Cambodian | N Samoan |
| 2 Black, Non-Hispanic, including African-American | 4 Other Latino, Spanish-Origin, Hispanic | L Laotian | 6 Other Pacific Islander |
| 3 Mexican-American, Mexican, Chicano | C Chinese | V Vietnamese | 7 White |
| A Central American | J Japanese | T Thai | F Filipino |
| B South American | K Korean | S Other Southeast Asian | 8 Other |
| Q Cuban | R Asian Indian | G Guamanian | 9 No response |
| | 5 Other Asian | H Hawaiian | D Decline to state |

➤ Enter all course schedule information

COURSE NO.	UNITS	SCHEDULE NO.	SECTION NO.	COURSE TITLE	DATES	FEES
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

➤ ENTER TOTAL FEES FOR ALL THE CLASSES LISTED ABOVE\$ _____

➤ I agree to abide by the deadlines, policies, and registration, refund and withdrawal procedures as outlined in the College of Extended Learning's course catalog and the CSUSB university catalog.

Student Signature: _____ Date: _____

Policies are available on the CEL Web site: <http://cel.csusb.edu>; and on the CSUSB Web site: <http://csusb.edu>.

➤ Payment type:

CASH (Exact change only. Do not mail cash.) CHECK or Money Order # _____ (Payable to: CSUSB Extended Learning.)

CREDIT CARD MASTERCARD VISA AMERICAN EXPRESS

Credit Card No.: _____ Expiration Date: _____

Cardholder's Signature: _____

Print cardholder's name (if different from registrant): _____