

Credit Registration Form

California State University
Long Beach
College of Continuing and
Professional Education



Mailing Address:

6300 State University Drive Suite 100
Long Beach, CA 90815

Hours:

Monday-Friday
8:00 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 _____

Email Address _____

Do you have a Bachelor's Degree? Yes No Ever attend CSULB before? Yes No
If NO, please circle your class level below: If YES, when? _____
 (1) Freshman (2) Sophomore (3) Junior (4) Senior

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, College of Continuing and Professional 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 Continuing and Professional Education office (CCPE).

- A refund check will be issued for registration payments made by check. Please allow six to eight 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 CCPE.
- Refunds are calculated based on the date the request is received at CCPE.
- 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

Special Session Classes:

Refund schedule will begin at the start of the class, if class starts on a weekend, the refund schedule begins the next business day.

For classes that are shorter than three weeks, there will be no refund starting on the day the class begins.

Three-Four Week Classes:

First two days*—minus \$10.00 processing fee
Next three days—minus 25% of course fees

Beginning second week, no refund

Five-Eight Week Classes:

First two days*—minus \$10.00 processing fee
Next three days—minus 25% of course fees

Beginning third week, no refund

Ten Week Classes:

First week of class—minus \$10.00 processing fee
Second week of class—minus 25% of course fees
Third week of class—minus 50% of course fees

Beginning fourth week, no refund

Sixteen week or longer Classes:

First week of class—minus \$10.00 processing fee
Second week of class—minus 25% of course fee
Third week of class—minus 50% of course fee
Fourth and fifth weeks of class—minus 75% of course fees

Beginning sixth week, no refund

** First two days indicate the first class meeting and the next business day.*

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. They will send you a medical withdrawal form which must be completed by your doctor and returned to the Enrollment Services office for approval.

Withdrawal Information

The instructor's signature on a CCPE 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 CCPE 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.