# Credit Registration Form

**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

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**Campus I.D.**
Social Security (New Student Only)

**Birth Date**  
**Today's Date**

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**Last Name**  
**First Name**  
**M.I.**  
**Apt. No.**

**City**  
**State**  
**ZIP**

**Day Phone**  
**Evening Phone**

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

**I wish to enroll in these classes:**

<table>
<thead>
<tr>
<th>Add</th>
<th>Drop</th>
<th>Class #</th>
<th>Course</th>
<th>Section</th>
<th>Instructor Signature* (If Applicable)</th>
<th>Department Signature* (If Applicable)</th>
<th>Units</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑</td>
<td></td>
<td>CRJU 490</td>
<td>MGMT</td>
<td></td>
<td></td>
<td></td>
<td>3</td>
<td>$297</td>
</tr>
<tr>
<td>☑</td>
<td></td>
<td>CRJU 490</td>
<td>ADV MGMT</td>
<td></td>
<td></td>
<td></td>
<td>3</td>
<td>$297</td>
</tr>
</tbody>
</table>

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**I wish to enroll in these classes:**

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**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:** ____________________________

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**CLASS FEE:** ____________________________  
**LATE FEE:** ____________________________  
**ID FEE:** ____________________________  
**TOTAL FEES:** $ ____________________________
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.

<table>
<thead>
<tr>
<th>Ten Week Classes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>First week of class—minus $10.00 processing fee</td>
</tr>
<tr>
<td>Second week of class—minus 25% of course fees</td>
</tr>
<tr>
<td>Third week of class—minus 50% of course fees</td>
</tr>
<tr>
<td>Beginning fourth week, no refund</td>
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</table>

<table>
<thead>
<tr>
<th>Sixteen week or longer Classes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>First week of class—minus $10.00 processing fee</td>
</tr>
<tr>
<td>Second week of class—minus 25% of course fee</td>
</tr>
<tr>
<td>Third week of class—minus 50% of course fee</td>
</tr>
<tr>
<td>Fourth and fifth weeks of class—minus 75% of course fees</td>
</tr>
<tr>
<td>Beginning sixth week, no refund</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Three-Four Week Classes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>First two days*—minus $10.00 processing fee</td>
</tr>
<tr>
<td>Next three days—minus 25% of course fees</td>
</tr>
<tr>
<td>Beginning second week, no refund</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Five-Eight Week Classes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>First two days*—minus $10.00 processing fee</td>
</tr>
<tr>
<td>Next three days—minus 25% of course fees</td>
</tr>
<tr>
<td>Beginning third week, no refund</td>
</tr>
</tbody>
</table>

* 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.