



## Extended Education

### Registration Form

One University Circle, Turlock, CA 95382

phone: (209) 667-3111

email: uee@csustan.edu • web: www.ExtendedEd.com

LAST NAME	FIRST NAME	MIDDLE INITIAL
MAIDEN NAME	MAILING ADDRESS	
DAYTIME PHONE ( )	CITY	STATE
		ZIP CODE
EVENING PHONE ( )	EMAIL ADDRESS (REQUIRED FOR ONLINE COURSES)	
FAX ( )	HOW DID YOU LEARN ABOUT UEE COURSES? (CHECK ALL THAT APPLY)	
	<input type="checkbox"/> NEWSPAPER <input type="checkbox"/> FRIEND/FAMILY/EMPLOYER <input type="checkbox"/> BROCHURE <input type="checkbox"/> CATALOG <input type="checkbox"/> FLYER IN MAIL	<input type="checkbox"/> LETTER FROM UEE <input type="checkbox"/> OTHER _____

### University Records Information

SOCIAL SECURITY NUMBER (REQUIRED)	DATE OF BIRTH (REQUIRED)	HAVE YOU PREVIOUSLY ATTENDED CSU STANISLAUS? <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> YES, AS A UEE STUDENT
ETHNIC CODE (OPTIONAL)	DO YOU REQUIRE SPECIAL SERVICES?*	GENDER
	<input type="checkbox"/> NO <input type="checkbox"/> YES	<input type="checkbox"/> FEMALE <input type="checkbox"/> MALE

### Course Registration Information

COURSE TITLE	COURSE REQUEST NUMBER (CRN)	FEES

### Payment Information

TOTAL FEES: \_\_\_\_\_

PAYMENT TYPE <input type="checkbox"/> CHECK/MONEY ORDER <input type="checkbox"/> DISCOVER <input type="checkbox"/> VISA <input type="checkbox"/> CASH <input type="checkbox"/> MASTERCARD	NAME OF CARD HOLDER
CREDIT CARD NUMBER	EXPIRATION    SIGNATURE OF CARD HOLDER

### Signature

SIGNATURE OF REGISTRANT \_\_\_\_\_

BY SIGNING ABOVE, YOU RECOGNIZE THAT YOU HAVE READ AND FULLY UNDERSTAND THE REFUND POLICY AND OTHER UEE POLICIES OUTLINED ON THE REVERSE SIDE OF THIS FORM.

\* For information regarding special services to accommodate a physical, perceptual or learning disability, please contact Disabled Student Services at (209) 667-3159.

Please note: Make checks payable to "CSU Stanislaus."

### For Office Use Only

CONFIRMATION DATE	AMOUNT PAID
AUTHORIZATION/CHECK NUMBER	
TERM	

## Mail

Send the completed registration form with your check, money order, company purchase order or credit card information to:

University Extended Education  
 CSU Stanislaus  
 One University Circle  
 Turlock, CA 95382

## In Person

Complete the registration form provided in this catalog and deliver to the University Extended Education office, MSR (Mary Stuart Rogers Building) Ste. #240.

Fees must be paid at the time of registration.

UEE office hours are: Monday - Friday, 8:00 am - 5:00 pm

## Telephone

Have your credit card, expiration date and Social Security number ready. We accept Visa, Discover, and MasterCard.  
 Call (209) 667-3111.

## Dropping a course

If you wish to drop a course you must submit written notification to University Extended Education (UEE) at least 3 business days before the start date of the course to be eligible for a full refund. Notification of dropping consists of the following:

- Completed drop form (student signature required)
- Completed Request for Refund (student signature required)

Do not put a stop payment on a check to drop a course. This will result in a financial obligation to the University for the course fee; you will be assessed a \$25.00 dishonored check fee.

## Refunds

- If a refund is requested after the first class meeting of a course with four meetings or less, no refund can be processed.
- If a refund is requested after the first class meeting of a course with five meetings or more, 65 percent of fees collected will be refunded until 25 percent of the course time has elapsed, after which no refund will be made.
- No refunds (full, partial or otherwise) are available for one day workshops.
- Material fees are non-refundable.
- Students who fail to show up for a class (No-Shows), without prior notification to UEE, will not be refunded any portion of fees paid.

Refunds are governed by the State Administrative Code and the regulations are very stringent. If you want to drop a class, immediately contact Extended Education at (209) 667-3111 to see if any refund is available. The amount of the refund will be dependent upon when your application for refund is received by University Extended Education.

Once a class begins, the refund for that class decreases substantially. Funds owed to you by the State of California may be withheld as payment against any unpaid obligation to the University.

All refunds will be issued by check. There is a \$25 administrative charge, per dropped course, for processing ALL refunds. Please allow six to eight weeks for processing.

The California State University does not discriminate on the basis of disability in admission or access to or treatment or employment in its programs and activities in accordance with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with

## Ethnic Group Identification

Your voluntary response is requested so we may comply with Federal and State legislation. Please enter your ethnic identity code in the box provided on the registration form.

	Ethnic Group
A	Central American
B	South American
C	Chinese
D	Decline to State
F	Filipino
J	Japanese
K	Korean
S	Southeast Asian
1	American Indian or Alaskan Native
2	Black (non-Hispanic)
3	Mexican-American, Mexican, Chicano
4	Other Hispanic
5	Other Asian
6	Pacific Islander
7	White (non-Hispanic)
8	Other

	Certificate Program	Open University	Online Certificate Programs	Online Courses	Computer-Based Instruction (CBI) Teacher Ed Courses	Professional Development & Recreation
When to Enroll	At least 7 days prior to first class	First day of class (students cannot enroll before this)	Anytime, enrollment is open	Anytime, enrollment is open	Anytime, enrollment is open	At least 7 days prior to first class
Units Earned	Continuing Education Units (CEU)	Academic Credit	Continuing Education Units (CEU)	Not for Credit	Extension Credit	Not for Credit
Withdrawal Deadline	3 business days before the first class meeting	Please see Open University information pages	48 hours from time of registration	Seven days after class has begun	Four weeks from date of registration	3 business days before the first class meeting