

5005 N. Maple Avenue M/S ED76  
 Fresno, CA 93740-8025 • (559) 278-0333  
 www.csufresno.edu/cge



- Fall 20 \_\_ \_\_
- Winter Intercession 20 \_\_ \_\_
- Spring 20 \_\_ \_\_
- May-June Intercession 20 \_\_ \_\_
- Summer 20 \_\_ \_\_

Online registration available for most credit courses.  
 Visit www.csufresno.edu/cge/registration

## Registration Form

(please print clearly in ink)

Fresno State ID \_\_\_\_\_ OR Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Country of Citizenship: \_\_\_\_\_ (for tax deduction/credit purposes)  Male  Female

If a U.S. citizen, or permanent resident check one:  U.S. Citizen  Naturalized  Refugee/Asylum  Immigrant 1-551 (Green Card)  
 If a Non-Immigrant Visa Holder, check one:  F-Visa (student)  H1 Visa  J Visa  TN Visa  Other Visa \_\_\_\_\_

\_\_\_\_\_  
 Last Name First Name Middle Name

Print any other name(s) you have used at California State University, Fresno

\_\_\_\_\_  
 Mailing Address Apt. No. City/State/Zip

\_\_\_\_\_  
 Email Address Daytime Phone (with area code) Other Phone (with area code)

In case of class cancellation, please notify me by:  Email  Phone \_\_\_\_\_

Do you have a bachelors degree?  Yes  No

\_\_\_\_\_  
 Professional License/Certificate Number (Required for CEUs) Type of CEU Requested (Required for CEUs)

Class Number	Course Description	Class Dates	CREDIT COURSES ONLY					Instructor Name	Permission Number (if required)	Fee
			Course (e.g. HS 302)	Units	Grading Option Letter CR/NC Audit					

(See Program Changes/Withdrawals/Refund Policy, etc. on Reverse Side) **A \$10 late fee per course will be assessed after 1st day of class – Late Fee (Refer to Open University guidelines for late fee dates)**  
**Additional Course Fees (if any)**  
**Total Fees \$**

I have read and understand the Continuing and Global Education policies regarding registration and program changes/withdrawals/refunds. I understand that enrolling in Continuing and Global Education courses does not constitute admission to the University.

I certify under penalty of perjury under the laws of the State of California and the United States of America that I have provided complete and accurate responses to all the items. I authorize California State University to release any information submitted by me to any person, firm, corporation, association, or government agency to verify or explain the information I have provided, to obtain other information necessary for use by California State University concerning my enrollment or any application I have submitted or may submit for admission, administration of financial aid, and/or related to perjury proceedings. My signature certifies the accuracy and completeness of the information that I have provided and I understand that a misrepresentation or any omission may be cause for denial or cancellation of admission, transfer credit, or enrollment. I agree to advise California State University Fresno in writing of any change/s regarding my citizenship and/or U.S. residency, as long as I am a student at this institution.

**FOR OFFICIAL USE ONLY**

Code \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Payment Information

- **Check/Money Order** should be made payable to California State University, Fresno. Write your Fresno State ID on your check or money order. Return this form with payment to: **Continuing and Global Education**, 5005 N. Maple Avenue M/S ED76, Fresno, CA 93740-8025.
  - **Credit Card** (VISA or Mastercard ONLY). Please make payment in person or by mail; we can no longer accept credit card payment by fax.
  - **CASH PAYMENTS NOT ACCEPTED.**
  - Or enroll and pay online for most credit courses at: www.csufresno.edu/cge/registration
- Check or money order enclosed. Check# \_\_\_\_\_
  - Credit card payment:  Mastercard  VISA
  - Account No. \_\_\_\_\_
  - Expires: \_\_\_\_/\_\_\_\_/\_\_\_\_ (month/year) Amount \$ \_\_\_\_\_
  - Cardholder's Name \_\_\_\_\_
  - Cardholder's Signature \_\_\_\_\_

## Ethnic Group Identification

Your voluntary response is requested so we may comply with the Federal Civil Rights Act of 1964 and the California Title IX Education Amendment of 1972.

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

## Withdrawal or Change of Program

### For regular credit courses:

You may change your program or withdraw from a course by completing a “Program Change Form” obtained from the Division of Continuing and Global Education. A full refund, less a \$10 processing fee, will be granted if you withdraw prior to the first class meeting. If you must withdraw on or after the first class meeting, 65 percent of the fees collected will be refunded until 25 percent of the course time has elapsed. After 25 percent of the course time has elapsed, no refund will be made. No refund is available for courses meeting fewer than five sessions. No refund is made unless you request one.

### For short credit workshops:

If you withdraw from a short credit workshop prior to the first class meeting, the full fee, less a \$10 processing fee, is refunded. However, you must request this refund by completing the Refund Form available from the Division of Continuing and Global Education. On or after the first meeting, no refund is made.

Late registration is not permitted on or after the second class meeting unless permission of the instructor is obtained. Registrations received after the first day of class will be charged a \$10 late fee per course.

### For non-credit courses:

Written notification of withdrawal must be received by the Division of Continuing and Global Education (either in person, by fax, or by postmarked mail) prior to the first class meeting in order to receive a full refund, less a \$10 processing fee. After the first class meeting takes place, no refund is available.

### For online courses:

Once you log onto the course, no refund is available. Prior to logging on you may request a refund using the Program Change/Refund Form available from the Division of Continuing and Global Education. Refunds will only be granted for a period of 90 days following receipt of the registration form in the Division of Continuing and Global Education office, less a \$10 processing fee.

### For Open University courses:

For complete information refer to the Open University Information found at <http://www.csufresno.edu/cge/programs/open.shtml>, or call (559) 278-0333. Complete the Program Change/Refund form, and submit to the Continuing and Global Education office by the stated deadline. A sixty-five percent refund is available for drops/withdrawals received by the appropriate deadlines. No adds, drops, changes, or refunds are permitted after the stated deadlines.

## Course Cancellations

If a class is cancelled by the Division of Continuing and Global Education, all fees will be refunded; however, you must request this refund by completing the Refund Form available from the Division of Continuing and Global Education.

Courses offered through the Division of Continuing and Global Education are conducted on a self-supporting basis. For that reason, the university reserves the right to cancel a course if not justified by sufficient enrollment. The decision to cancel a course because of low enrollment will be made one week prior to the first class meeting.