CONTINUOUS ENROLLMENT PROCESS – GRADUATE STUDENTS

Student Information

WHO MAY ENROLL
University policy requires all graduate students to be continuously enrolled at the university each quarter until the awarding of the degree. However, graduate students are not required to be enrolled summer quarter. Continuous enrollment can be met either by regular enrollment in California State University, San Bernardino courses, or by enrolling in Graduate Continuous Enrollment course offered through the College of Extended Learning. No credit is earned, however the student is allowed to maintain their status in their graduate degree program.

Project Students
Students who have enrolled in the required number of project units but have not completed their project must maintain continuous enrollment by enrolling in 698 (zero units).

Thesis Students
Students who have enrolled in the required number of thesis units, but have not completed their thesis, must maintain continuous enrollment by enrolling in 698 (zero units).

Comprehensive Exam Students
Students who have completed all coursework and are preparing for the comprehensive exam must remain in continuous enrollment by enrolling in 698 (zero units).

FEES
$260 per quarter

HOW TO ENROLL
Students will need to complete the “Non Credit Registration Form” and present to their respective academic college for approval. Upon approval from the College, students must submit the form and payment to the College of Extended Learning.

Three ways to register:
1. By mail, using the registration form; mail registration form to College of Extended Learning, 5500 University Parkway, San Bernardino, CA 92407.
2. In person, Monday to Thursday at the College of Extended Learning (Sierra Hall, Room 134); if paying with cash, please have exact amount.
3. By phone, by faxing the registration form to 909-537-5907. Once registration form is received, the student must call within 24 hours to pay course fee using a Visa, Mastercard, or American Express.

Late Registration
Students must register by the end of the third week of the quarter or a late fee will apply.

COLLEGE OF EXTENDED LEARNING CONTACT
LeSondra M. Jones, Program Coordinator, Professional and Continuing Education
Sierra Hall 134
Direct line: 909-537-3990

Graduate Studies Continuous Enrollment
Student Information

7/1/2014
Term: Fall Winter Spring Summer 20_______

College of Extended Learning
Graduate Studies Comprehensive Examination Course
Non-Credit Registration Form

________________________
Coyote ID #

Last Name     First Name     Middle Initial

Mailing Address (Number, Street & Apt. or P.O. Box)

City       State      Zip Code

Date of Birth        Email Address

Day Phone Number        Evening Phone

<table>
<thead>
<tr>
<th>Class Title</th>
<th>Instructor</th>
<th>Rank</th>
<th>Course Fee</th>
</tr>
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<tbody>
<tr>
<td>999-Comprehensive Examination (0 units)</td>
<td></td>
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<td>$260 per quarter</td>
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____________________  ______________________   ______________________
College & Dept.    Graduate Major     Major Code

Approved By:

________________________
Graduate Dean/Chair/Program Coordinator

________________________
Dean/Chair/Coordinator Signature

Date

Payment & Registration Information

❖ **Payment by mail:** Attach check/money order to registration form and make payable to CSUSB Extended Learning. Write your CSUSB Coyote ID on your check or Money Order. Return Payment with this form to “CSUSB – College of Extended Learning, 5500 University Pkwy, San Bernardino 92407-9984

❖ **Payments made in Person:** Bring signed registration form and payment to College of Extended Learning, Sierra Hall 134.

❖ **Payments by phone:** You may fax/ email registration form to .... Once registration has been received you have 24 hours to call and pay course fees using a Visa, MasterCard, or American Express.

❖ **Refunds:** The course fee is non-refundable. Please make sure you have the appropriate approval prior to registering.
Term: ☐ Fall ☐ Winter ☐ Spring ☐ Summer ☐ 20_______

College of Extended Learning
Graduate Studies Continuous Enrollment
Non-Credit Registration Form

________________________
Coyote ID #

Last Name     First Name     Middle Initial

Mailing Address (Number, Street & Apt. or P.O. Box)

City       State      Zip Code

_________________________________   _____________________________________________
Date of Birth        Email Address

_________________________________                  _________________________________
Day Phone Number        Evening Phone

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<th>Class Title</th>
<th>Instructor</th>
<th>Rank</th>
<th>Course Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>698-Continuous Enrollment for</td>
<td></td>
<td></td>
<td>$260 per quarter</td>
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<tr>
<td>Graduate Candidacy Standing (0 units)</td>
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Graduate Dean/Chair/Program Coordinator

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