

## Registration Form

(please print clearly in black or blue 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 bachelor's degree?  Yes  No

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

Class Number	Course Title	Class Dates	Instructor Name	Fee
50684	Business Communication for Professionals	7/11, 7/18, 7/25 & 8/1, 2015	April Schulthies	125.00

(See Program Changes/Withdrawals/Refund Policy, etc. on Reverse Side)

Additional Course Fees (if any) \_\_\_\_\_  
Total Fees \$ **125.00**

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.

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

### Payment Information

If making payment online or at cashiers, please make sure your payment is receipted as a Continuing and Global Ed payment.

- Check/Money Order (Check# \_\_\_\_\_) made payable to Fresno State. Write your Fresno State ID on your check or money order. Return payment with this form to: Continuing and Global Education, 5005 N. Maple Avenue M/S ED76, Fresno, CA 93740-8025.
- Credit card payments: The University cannot accept credit card information in printed form, whether it is by mail or fax, due to the liability involved with the sensitive information that is requested. If you wish to pay using a credit card, you have two options:
  - go to <https://my.fresnostate.edu>. Select Student Self Service > Student Center > Account Inquiry. You may pay using American Express, MasterCard, or Discover cards ONLY. Please note that a service fee of 2.75% is charged when you pay online with a credit card. However, you may pay by electronic check online with no service fee.
  - go to the Cashier's Windows, Joyal Building, between 8 am and 4:30 pm, Monday through Friday. You may pay using MasterCard and Visa ONLY.
- **CASH PAYMENTS ARE NOT ACCEPTED IN THE CONTINUING AND GLOBAL EDUCATION OFFICE**

## 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               | A – Central American                       | C – Chinese      | V – Vietnamese            | 6 – Other Pacific Islander |
| 2 – Black, Non-Hispanic, including African-American | B – South American                         | J – Japanese     | T – Thai                  | 7 – White                  |
| 3 – Mexican-American, Mexican, Chicano              | Q – Cuban                                  | K – Korean       | S – Other Southeast Asian | F – Filipino               |
|   | P – Puerto Rican                           | R – Asian Indian | G – Guamanian             | 8 – Other                  |
|   | 4 – Other Latino, Spanish-origin, Hispanic | 5 – Other Asian  | H – Hawaiian              | 9 – No response            |
|   |  | M – Cambodian    | N – Samoan                | D – Decline to state       |
|   |  | L – Laotian      |                           |                            |

## Registration:

Registration is not permitted after the second day of class.\*

\*Please refer to Open University deadlines for Open University registration.

## Online (Web-Enhanced/Web-Based) Courses (indicated by classnotes 15 & 17 in the class schedule):

Students planning to enroll in web-based or web-enhanced classes must have a Fresno State email account and ID in order to access course information on Blackboard. If you do not have a Fresno State ID and free Fresno State email account, follow the steps at <http://www.fresnostate.edu/cge/registration/new.html>. You may provide the ID to your instructor and request temporary access to Blackboard prior to registration. This does not enroll you in the class; you must enroll during the enrollment period.

If you have a Fresno State ID and email account but cannot remember your username or password, contact the student Help Desk at <http://password.csufresno.edu> or call 559.278.7000 for assistance with reactivating your account.

If you have a Fresno State ID but do not have a Fresno State email account, go to <http://email.csufresno.edu> to create your free Fresno State email account.

## Dishonored Checks:

Writing a bad check is against the law. Bad checks and stopped payments on checks will result in a \$20 processing charge. Bad checks and stopped payments on checks do not constitute an official withdrawal nor relieve you of your financial obligation to the University.

## Registration Holds:

If there is a hold on your university account, you will not be permitted to enroll until all holds are cleared. (California Code, Title V, Section 43281) A late fee will be assessed if holds are cleared during or after the late registration period.

## Course Cancellations:

If a course is cancelled by the Division of Continuing and Global Education, all fees will be refunded; however, you must request this refund by submitting a Program Change/Refund Form. Courses offered through the Division of Continuing and Global Education are conducted on a self-supporting basis, therefore we reserve the right to cancel a course if not justified by sufficient enrollment.

## Withdrawal/Program Change/Refund – Please note: NO REFUND IS MADE UNLESS YOU REQUEST ONE.

Form is online: <http://www.fresnostate.edu/cge/forms>

## Regular Credit Courses (5 or more class meetings and online and arranged classes lasting five days or more):

With submission of Program Change/Refund form, a full refund will be granted prior to the class start date. On or after the class start date, 65% of the fees are refundable until 25% of the course time has elapsed. No refund is made after 25% of course has taken place.

## Short Credit Courses (four or fewer meetings and online and arranged classes lasting four days or fewer) and Non-Credit Courses:

With submission of Program Change/Refund form, a full refund will be granted prior to the class start date. No refund will be made after class start date.

## Online and CD-ROM Courses:

### CD-ROM (VESI):

With submission of Program Change/Refund form, a full refund will be granted to participants requesting a refund within 30 days of the registration date. All materials must be returned to VESI uninstalled in order to be eligible for a refund. No refund allowed after 30 days past registration date.

### Online Courses (VESI & Test Prep):

Once you log on to the course, no refund is available. Prior to logging on, you may request a refund by submitting a Program Change/Refund form. A full refund will be granted to participants requesting a refund within 30 days of the registration date with submission of completed Program Change/Refund form. No refund will be made after 30 days past registration date.

## Open University Courses:

For complete information on adds, drops, refunds, and withdrawals refer to <http://www.fresnostate.edu/cge/openuniversity> or call 559 278.0333. Submit a completed Program Change/Refund form to the Continuing and Global Education office by the stated deadline. A 65% refund is available for drops/withdrawals received by the appropriate deadlines. No adds, drops, changes or refunds are permitted after the stated deadline. Classes that meet for less than a full semester are not eligible for refunds after the first class meeting has taken place.

## Intersession Courses:

Refer to <http://www.fresnostate.edu/cge/intersession>.

## Summer Session Courses:

Refer to <http://www.fresnostate.edu/cge/summersession>.