

Sonoma State University School of Extended and International Education

Open University Registration Form

Year _____

Name (Last, First)

Policies governing Extended Education courses, including refunds and use of Social Security Number, can be found at www.sonoma.edu/exed.

- Payment is due at time of registration.
- Students are responsible for fulfilling all course pre-requisites.
- If you need accommodations, the Disability Services for Students office is in Salazar 1049, phone 707-664-2677; TDD 707-664-2958.

PLEASE FILL OUT ALL INFORMATION AND PRINT CLEARLY: WE CANNOT REGISTER YOU WITHOUT COMPLETE, LEGIBLE INFORMATION.

Have you enrolled at SSU before? Y / N If Y, SSU Student ID Number _____ If N, fill out SSN below.

Name (last, first) _____

Other name(s) _____

Mailing Address _____

City, State, Zip _____ Preferred Phone _____

Preferred e-mail _____

Note: Current SSU degree-seeking students *must* list their Seawolf e-mail. We cannot use private e-mails for University business.

Please circle the appropriate codes below. By checking this box, I am opting to receive occasional e-mail updates from SEIE. We do not share our mailing list.

Class level/degree:

1. Freshman (1—29 units)
2. Sophomore (30—59 units)
3. Junior (60—89 units)
4. Senior (90+ units), no degree
5. Type of degree held _____

Sex: F / M

Occupation:

- | | |
|--------------------------|--------------------------------|
| T. Teacher | W. Skilled Worker/Craftsperson |
| B. Business Professional | M. Military |
| S. Full-time Student | D. Homemaker |
| H. Health Professional | R. Retired |
| O. Other _____ | |

Where did you learn about this course?

- | | |
|---------------------------|--------------------------|
| H. Catalog mailed to home | N. Newspaper/Magazine Ad |
| C. Catalog mailed to work | F. Flyer or Brochure |
| S. On the SSU website | E. E-mail |
| W. Web search | M. Word of Mouth |
| O. Other _____ | |

Ethnic Code:

- | | |
|------------------------|------------------------|
| D. Decline to State | F. Filipino |
| N. Native Amer/Alaskan | B. Black, Non-Hispanic |
| C. Chicana/o, Mex-Amer | A. Asian |
| H. Other Hispanic | P. Pacific Islander |
| W. White Non-Hispanic | |
| O. Other _____ | |

- Fill out **one form per class**.
- **International Students** must get the signature of their International Advisor.
- A **Signature of Department Chair is required for classes with a Science Lab component; classes in the School of Business and Economics (no 500-level will be approved); or the School of Education.**
- **Grade mode:** Fill in your choice of Cr/NC or Graded. Please note that some courses have a fixed mode. Cr/NC grade limits: up to 24 units of courses graded Cr/NC may count for a BA/BS; up to 1/3 of program for an MA/MS at program discretion. This limit includes both resident and Extension classes, and Master's students must get permission, so please be sure you select the correct mode or these units may not count.
- **Credit toward a degree:** Up to 24 units of Extension credit may be counted toward a BA/BS; 9 units at the graduate level at program discretion.
- **Fees:** Undergraduate classes: \$305/unit; Graduate classes: \$425/unit

Dept & Course <i>(e.g. BUS 360)</i>	Class # <i>(0000)</i>	Title <i>(Abbreviate)</i>	Grade Mode <i>(see above)</i>	Units	Fee
					\$
Instructor Signature: _____			Date _____		
Chair Signature (if req'd): _____			Date _____		
Int'l Advisor Signature (if req'd): _____			Date _____		

I have read and agree to abide by the refund and other deadlines and policies covering these courses, available at www.sonoma.edu/exed/geninfo. If my payment by check is not honored by the bank, or my credit card is declined, I understand that I am still responsible for all course fees, and that if payment is not received by SEIE within three business days of notification of a balance due, I may be disenrolled. I further understand that enrolling in courses through SEIE does not constitute admission to the University.

Signature _____ Date _____

Bring to SEIE Office, Stevenson 1012; Mail with check or money order payable to Sonoma State University to Extended Education Registration, 1801 E Cotati Ave, Rohnert Park, CA 94928-3609; or FAX to 707-664-2613 after completing bank card information below.



BIRTHDATE _____

SOCIAL SECURITY NUMBER (if no SSU Student ID) _____

Students are required to provide the University with their correct social security numbers (individual taxpayer identification numbers) pursuant to the authority contained in Section 41201, Title 5, California Code of Regulations, and Section 6109 of the Internal Revenue Code. The Internal Revenue Service requires the University to file information returns that include the student's social security number and other information such as the amount paid for qualified tuition, related expenses and interest on educational loans. That information is used to help determine whether a student, or a person claiming a student as a dependent, may take a credit or deduction to reduce federal income taxes. Students who do not have a social security number at the time of enrollment will be required to obtain a social security number and submit it to the University within 60 days. Failure to furnish a correct social security number may result in the imposition of a penalty by the Internal Revenue Service.

PAYMENT INFORMATION

Method of Payment **Check** **Money Order** **Credit Card** (Circle one: VISA / MasterCard / Discover / American Express)

Cardholder's name _____

Card number _____

For the amount \$ _____ **Expiration date (mm/yy)** _____ **CVV/Security Code** _____

I agree to abide by the deadlines and policies governing these courses, and I understand that if my payment by check is not honored by the bank, or my credit card is declined, I am still responsible for all course fees.

Signature _____ **Date** _____