

HUMBOLDT STATE UNIVERSITY

Office of Extended Education

extended@humboldt.edu • Phone 707.826.3731

REGISTRATION FORM FALL SPRING SUMMER

(Not valid for Open University)

PLEASE PRINT LEGIBLY

STUDENT INFORMATION

Last Name _____ First Name _____ MI _____ Maiden/Other name used at HSU _____
 Mailing Address _____ City _____ State _____ Zip Code _____
 E-mail Address (required) _____ Telephone _____ Emergency Contact (Name and phone) _____
 Birthdate (Required. Used to identify student record) _____ / _____ / _____ HSU ID # _____
 Have you received a Bachelors degree or higher? YES NO (Required: If not answered, your transcript will default to an undergraduate record)
 Race/Ethnicity Description: *Your voluntary response is requested to comply with Federal and State legislation. If the California State University system is asked to report only ONE summary race/ethnicity description for you, choose the ONE category that you want us to report:*
 American Indian or Alaska Native Hispanic or Latino Two or more races/ethnicities
 Asian Native Hawaiian or Other Pacific Islander Decline to state
 Black or African American White

Last:

First:

Term:

ID#:

COURSE INFORMATION

COURSE	CLASS #	UNITS (optional)	FEE
Advanced registration is recommended. Fees must be paid in full for enrollment to be valid. Incomplete or illegible registration forms may cause delay. <i>All courses, instructors, locations and fees are subject to change or cancellation without notice.</i>			ID Fee (\$5) Materials Fee Late Fee (\$25) TOTAL

PAYMENT INFORMATION

I have read and fully understand the refund policy and other Extended Education policies outlines in the Extended Education bulletin or on the Extended Education website. I understand that enrolling in Extended Education courses does not constitute admission to the University.

Signature _____ Date _____

CHECK: Make payable to HSU CASH CREDIT CARD: VISA MasterCard Discover

Card Number _____ Expiration Date _____ / _____ 3-digit Security Code _____

Cardholder's Name _____ Cardholder's Signature _____

Four convenient ways to register for Extended Education courses:

BY MAIL:

Students are encouraged to register by mail as soon as possible to help ensure enrollment in their choice of Extended Education courses. Indicate bankcard number and expiration date, or make check/money order payable to Humboldt State University and send with your completed registration form to:

**Office of Extended Education
Humboldt State University
1 Harpst St.
Arcata, CA 95521-8299**

You will be notified by telephone if your registration is received after a class is closed to further enrollment. If you register by mail, you will not need to come to campus before the first class.

BY PHONE:

Students who hold MasterCard, VISA or Discover credit cards may register for Extended Education courses by telephoning (707) 826-3731.

ONLINE:

Students with Internet access may register for Extended Education courses at the following website. The latest schedule and current updates will be found along with registration instructions. Fee payment with VISA, Mastercard or Discover credit cards will be required online via secure server to process the registration.

www.humboldt.edu/extended

IN PERSON:

You may register for Extended Education courses in person at the Office of Extended Education, Monday-Friday, 8 a.m.-5 p.m. The office is located in the Student and Business Services Building, Suite 211, at the corner of Harpst and B Streets.

► **Full payment of fees is required at the time of registration.**

To register for Open University, Over 60 Program or the High School Concurrent Program, please contact the Office of Extended Education.

Drop & Refund Policy

Since Extended Education is a self-supporting program, enrollments in courses must be sufficient to pay salaries and other expenses. The following refund procedures have been adopted according to the formula for refunds established in Title V of the California Administrative Code.

A student who, for any reason, finds it impossible to complete the course for which s/he is registered must inform the Office of Extended Education by completing and submitting the proper forms. Please allow four to six weeks to receive refund. Credit card refunds are in the form of a credit on account.

For refund purposes, the drop will be effective as of the time during normal business hours (Monday-Friday, 8 a.m.-5 p.m.) that Extended Education receives, or is able to receive written notification.

Non-attendance or stopping payment on a check or payment voucher does not constitute an official drop, nor does only notification to the instructor. Drops do not necessarily entitle the student to a refund of fees paid, or the cancellation of fees still due.

Disability accommodation may be available. Contact Extended Education: (707) 826-3731

HSU is an AA/EO Employer.

IMPORTANT DEADLINES	
DEADLINE TO:	Extension, Special Session, OLLI and non-credit
DROP and receive full refund minus \$10	Prior to 1st class meeting
ADD without a late fee	Prior to 2nd class meeting
ADD with a \$25 late fee	Before 25% of course time has elapsed
DROP without a serious and compelling reason and receive partial (65%) refund	Before 25% of course time has elapsed
File to change grade option to AUDIT	Before 25% of course time has elapsed
File to take a course credit/no credit	Before 50% of course time has elapsed
DROP with a serious and compelling reason (no refund)	Before 75% of course time has elapsed