

## INSTRUCTIONS & GUIDELINES

Use 1 form per course.

Please provide all information requested. Failure to do so may result in delayed registration.

If your enrollment is cancelled due to non-payment, a \$50 administrative fee will be charged to re-enroll.

## HOW TO ENROLL

- View available Cal Poly classes by visiting [pass.calpoly.edu](http://pass.calpoly.edu)
- Complete the Registration Form.
  - » Print out the Registration Form, which can be found at [openuniversity.calpoly.edu](http://openuniversity.calpoly.edu) or at the Extended Education office, Science Building (52) Room E34.
  - » Get the appropriate signatures as indicated on form.
  - » You can find contact information for each academic department at the main Cal Poly website: [www.calpoly.edu](http://www.calpoly.edu)
- Submit completed Registration Form to the Extended Education office, Science Building (52) Room E34.
  - » Please check [openuniversity.calpoly.edu](http://openuniversity.calpoly.edu) for current registration deadlines.
  - » You may also fax your form to (805) 756-5933 or email to [openuniversity@calpoly.edu](mailto:openuniversity@calpoly.edu)
  - » Once your signed Registration Form is processed by Extended Education, you will receive a confirmation email.
- The day after your registration is processed, activate your My Cal Poly web portal by calling the IT Service Desk at (805) 756-7000.
- Pay your fees as directed on the "Money Matters" tab of your My Cal Poly portal. Fees are due 3 days after charges are posted to your student account.
  - » If you have not paid your fees by the due date(s), you may be subject to cancellation from your course(s). In addition, a registration hold will be placed on your account that will prevent you from adding or swapping classes until the balance is paid.

## QUESTIONS?

VISIT      [www.openuniversity.calpoly.edu](http://www.openuniversity.calpoly.edu)  
CALL        (805) 756-2053  
EMAIL      [openuniversity@calpoly.edu](mailto:openuniversity@calpoly.edu)

# REGISTRATION FORM

Please use one form per course.

TERM \_\_\_\_\_ YR \_\_\_\_\_

Please return completed form to Extended Education, Science Building (52) Room E34.

## DIRECTORY INFORMATION

NAME

LAST, FIRST, M.I.

BIRTHDATE

M M D D Y Y

EMPL ID

OTHER NAMES THAT MAY APPEAR ON YOUR RECORDS

LAST, FIRST, M.I.

MAILING ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

Are you an international student?  YES  NO  ExtEd  VISIT  VISIT-BSMP

Are you currently enrolled in Cal Poly as a matriculated student?  YES  NO  ExtEd VERIFY  
 Matriculated students are NOT eligible to enroll through Open University.

Have you previously enrolled in Cal Poly classes?  YES  NO  ExtEd VERIFY

Do you have a Bachelor's degree?  YES  NO  ExtEd VERIFY

Have you been dismissed, or are you subject to disqualification from Cal Poly?  YES  NO  ExtEd VERIFY  
 If yes, please ask the Dean's office of your college to provide documentation allowing enrollment.

Do you have a registration hold?  YES  NO  ExtEd VERIFY  
 If yes, you must clear the hold before your registration can be processed.

I acknowledge that I understand the Cal Poly Extended Education enrollment policies and I verify that the information above is correct to the best of my knowledge. I agree to pay the fees associated with the class.

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## COURSE INFORMATION AND APPROVAL

*Instructors: This student must obtain your approval to enroll and pay appropriate Cal Poly Extended Education fees before being officially registered. This student will not appear on your regular class list. A separate class list and grade roster for Extended Education students will be available through your portal.*

\_\_\_\_\_  
 PREFIX NUMBER SECTION UNITS INSTRUCTOR SIGNATURE DEPARTMENT HEAD SIGNATURE

LAB INFORMATION (if applicable)

\_\_\_\_\_  
 PREFIX NUMBER SECTION UNITS INSTRUCTOR SIGNATURE

## GENERAL REGULATIONS

1. Matriculated students are NOT eligible to enroll through Open University.
2. You must clear all Cal Poly registration holds before you will be enrolled in your courses.
3. If you have been dismissed or are subject to disqualification from Cal Poly, your college must provide documentation to Extended Education allowing enrollment in classes.
4. Courses repeated through Open University are subject to the Cal Poly repeat rules and guidelines. Please see the Office of the Registrar website at [registrar.calpoly.edu](http://registrar.calpoly.edu) for more information.
5. A maximum of 36 quarter units of Open University credit and other extension credit may be applied to a Cal Poly bachelor's degree. No more than 12 quarter units of approved Open University credit may be counted toward an approved formal Master's study plan. Check with the appropriate department to determine the program requirements. If credit is to be transferred to another university, it is the student's responsibility to verify that the courses and course units will be accepted by that institution.
6. You may obtain access to the Recreation Center for an additional fee after your registration is processed. A Cal Poly ID card is required and you must be at least 16 years old.

## PAYING FOR CLASSES

After successfully registering in a class, you will receive a confirmation email with instructions on activating your My Cal Poly Portal. Before you can log in, your user name and password must be initialized by calling the IT Service Desk at (805) 756-7000.

Payment can be made online through the "Money Matters" tab of the student portal, by clicking the "Make A Payment Now" button, then the "Click here to make an online payment" link. You must select the EXTENDED EDUCATION option at the bottom of the online payment page to ensure that your payment is applied to your Extended Education balance. Online payment can be made by eCheck or credit card. There is no convenience fee for payments made by eCheck. A 2.75% non-refundable convenience fee will be charged for credit card payments. Online Credit Card or eCheck payments made after 4:15 p.m., or on non-business

days, will post to the student's account on the next business day. The online payment system may be accessed outside of the student portal at [afd.calpoly.edu/Student\\_Accounts/online\\_payments.asp](http://afd.calpoly.edu/Student_Accounts/online_payments.asp). Students have an option of creating a separate parent login account for online payments via a CASHNet Parent PIN. Setup guide available at [afd.calpoly.edu/student\\_accounts/forms/CashNet\\_PARENT\\_PIN\\_Guide.pdf](http://afd.calpoly.edu/student_accounts/forms/CashNet_PARENT_PIN_Guide.pdf).

In person cash or check payments can be made at the University Cashier's office. When paying by cash or check, be sure to provide the item code "CE". This will ensure that your payment is applied to your Extended Education balance. The Cashier's Office is in Building 1, Room 131E. Office hours are 9:00 a.m. to 4:00 p.m. Monday through Friday.

## ACADEMIC RECORDS POLICY

No entry will be made for the course on your academic records if the **Petition to Withdraw** is submitted to Extended Education by the "Add/Drop" date. If you submit an approved **Petition to Withdraw** before the end of the 7th week of instruction for a serious and compelling reason, you will receive a "W" (Withdrawal) as a final grade. If you submit an approved **Petition to Withdraw** before the last day of instruction for an emergency reason, you will receive a "W" (Withdrawal) as a final grade. Failure to submit a **Petition to Withdraw** may result in a "WU" (Withdrawal Unauthorized) which is equivalent to a failing grade. Please visit [www.openuniversity.calpoly.edu](http://www.openuniversity.calpoly.edu) for current withdrawal deadlines.

It should be emphasized that poor grades, general inability to pay, irregular attendance, or dissatisfaction with the course are not in themselves sufficient reasons for withdrawal approval.

## WITHDRAWAL POLICY

To withdraw from a course, you must submit an approved Petition to Withdraw form to Extended Education. Please visit [www.openuniversity.calpoly.edu](http://www.openuniversity.calpoly.edu) for current withdrawal deadlines.

## REFUND POLICY

The deadline to receive a full refund correlates to the "Add/Drop" date. Please visit [www.openuniversity.calpoly.edu](http://www.openuniversity.calpoly.edu) for current refund deadlines. Please note: If fees were paid by credit card, the 2.75% convenience fee will not be refunded.