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

☐ Complete the Registration Form.
  » Print out the Registration Form, which can be found at 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

☐ Submit completed Registration Form to the Extended Education office, Science Building (52) Room E34.
  » Please check openuniversity.calpoly.edu for current registration deadlines.
  » You may also fax your form to (805) 756-5933 or email to 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
CALL        (805) 756-2053
EMAIL       openuniversity@calpoly.edu
## REGISTRATION FORM

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

### DIRECTORY INFORMATION

<table>
<thead>
<tr>
<th>NAME</th>
<th>LAST, FIRST, M.I.</th>
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<td>BIRTHDATE</td>
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<td>EMPL ID</td>
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<tr>
<td>OTHER NAMES THAT MAY APPEAR ON YOUR RECORDS</td>
<td>LAST, FIRST, M.I.</td>
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Mailing Address: ____________________________________________________________

Phone __________________________ Email __________________________

Are you an international student? [ ] Yes [ ] No

Are you currently enrolled in Cal Poly as a matriculated student? [ ] Yes [ ] No

Matriculated students are NOT eligible to enroll through Open University.

Have you previously enrolled in Cal Poly classes? [ ] Yes [ ] No

Do you have a Bachelor’s degree? [ ] Yes [ ] No

Have you been dismissed, or are you subject to disqualification from Cal Poly? [ ] Yes [ ] No

If yes, please ask the Dean’s office of your college to provide documentation allowing enrollment.

Do you have a registration hold? [ ] Yes [ ] No

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.

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<tr>
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<th>UNITS</th>
<th>INSTRUCTOR SIGNATURE</th>
<th>DEPARTMENT HEAD SIGNATURE</th>
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LAB INFORMATION (if applicable)

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