CSUB EXTENDED EDUCATION
GENERAL POLICIES

IMPORTANT DATES:
Fall Semester 2018: August 27 – December 18
8-Week Session I: August 27 – October 19
8-Week Session II: October 22 – December 18
Sept 03: Labor Day – Campus Closed
Nov 12: Veteran’s Day Observed – Campus Closed
Nov 22-23: Thanksgiving – Campus Closed

DROP POLICY FOR FALL 2018 SEMESTER

16-WEEK COURSE: AUGUST 27 – DECEMBER 18

September 05  Last day to add classes
September 24  Last day to withdraw from classes without a “W” being recorded; withdrawals from classes after this date will be permitted only for serious and compelling reasons and require approval by instructors and Extended Education

November 09  Last day to withdraw from classes for a serious and compelling reason; withdrawals after this date require petition for exception

8-WEEK COURSE SESSIONS

<table>
<thead>
<tr>
<th>SESSION I</th>
<th>SESSION II</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUGUST 27 – OCTOBER 19</td>
<td>OCTOBER 22 – DECEMBER 18</td>
</tr>
<tr>
<td>August 31</td>
<td>October 26</td>
</tr>
<tr>
<td>September 07</td>
<td>November 02</td>
</tr>
<tr>
<td>September 28</td>
<td>November 21</td>
</tr>
</tbody>
</table>

Last day to add classes

Last day to withdraw from classes without a “W” being recorded; withdrawals from classes after this date will be permitted only for serious and compelling reasons and require approval by instructors and Extended Education

Last day to withdraw from classes for a serious and compelling reason; Withdrawals after this date require a petition of exception

PROJECT MANAGEMENT CERTIFICATE PROGRAM

7th day of course  Last day to withdraw from classes without a “W” being recorded; withdrawals from classes after this date will be permitted only for serious and compelling reasons and require approval by instructors and Extended Education

14th day of course Last day to withdraw from classes for a serious and compelling reason; Withdrawals after this date require a petition of exception.
REFUND POLICY FOR FALL 2018 SEMESTER

16-WEEK COURSE: AUGUST 27 – DECEMBER 18

<table>
<thead>
<tr>
<th>Course cancellation</th>
<th>100% refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>On or before August 31</td>
<td>100% refund</td>
</tr>
<tr>
<td>On or before September 17</td>
<td>60% refund</td>
</tr>
<tr>
<td>After September 17</td>
<td>No refund</td>
</tr>
</tbody>
</table>

8-WEEK COURSE SESSIONS

<table>
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<th>SESSION I: AUGUST 27 – OCTOBER 19</th>
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<tr>
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<td>100% refund</td>
</tr>
<tr>
<td>On or before August 31</td>
<td>100% refund</td>
</tr>
<tr>
<td>On or before September 11</td>
<td>60% refund</td>
</tr>
<tr>
<td>After September 11</td>
<td>No refund</td>
</tr>
</tbody>
</table>

PROJECT MANAGEMENT CERTIFICATE PROGRAM

<table>
<thead>
<tr>
<th>Course cancellation</th>
<th>100% refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before first day of class</td>
<td>100% refund</td>
</tr>
<tr>
<td>After first day, but before fourth day of class</td>
<td>60% refund</td>
</tr>
<tr>
<td>After fourth day of class</td>
<td>No refund</td>
</tr>
</tbody>
</table>

Includes weekend and holidays.

If a course is cancelled for any reason, student will receive a 100% refund.

Failure to withdraw from a course in which one is officially registered but does not complete will result in a grade of F or No Credit.

Refunds are based on the date when the official withdrawal is received in the Extended Education office. If you need to drop a class, you may do so via your myCSUB account, in-person, email, fax or mail through the Extended Education office, (661) 654-2441. The day you drop online or when the form is received is the official date of withdrawal and determines the amount of refund, if any. Allow up to six weeks for refunds to be processed. If you do not receive your refund by that time, please call the Extended Education office at 661.654.2441. A delay in dropping online or submitting required forms may result in a reduced refund and/or subject to $25 administrative fee.
CSUB STUDENT EMAIL

All CSUB students have been assigned an official university email account. All correspondence between the university and students will be conducted through the assigned accounts. Students are responsible for checking this email regularly. For assistance with your CSUB email account, please contact the Help Desk at 661.654.2307.

REGISTRATION & PAYMENT

As some classes fill rapidly, registrations are date stamped for the purpose of class limits and priority registration. Determination is made at the first class meeting whether enrollments justify the continuance of the class.

MAIL

Complete registration form and mail with full payment to:
CSUB Extended Education
9001 Stockdale Highway – 30 BDC
Bakersfield, CA 93311-1022
(Forms of payment accepted: personal check, Mastercard or Visa, or money order)

ONLINE VIA MYCSUB (May not be available for first-time degree program students)

To Register: Go to my.csub.edu and login using your NetID and password. Step-by-Step instructions on how to register can be found here: https://www.csub.edu/training/student/index.html If your attempts are unsuccessful when trying to register via myCSUB, you will have to submit a Registration form an alternate way listed.

To Make a Payment: Once logged in myCSUB, from your Student Center, click on Account Inquiry in the Finances section. Your Account Summary appears. If you have outstanding charges, it will show the charges due. The What I Owe section provides a breakdown of the charges. To make a payment, click the Make A Payment link.

IN-PERSON

Please visit us at the CSUB Extended Education office during regular business hours - typically Monday - Friday, 8 a.m. - 5 p.m. Please call (661) 654-2441 for operating hours during the summer and winter holidays.

9001 Stockdale Highway
Bakersfield, CA 93311-1022

FAX/EMAIL

You may fax your registration form to (661) 654-2447 or email your advisor. For security reasons, do not include your payment information. Payment must be submitted via mail, myCSUB, or in-person.

We cannot accept payment information via fax, email, or over the phone.

RETURNED CHECK POLICY

A returned check charge of $25 is assessed for a check returned to the cashier unpaid by the bank for any reason. A stop payment order of a check does not constitute an official withdrawal nor does it relieve the student’s financial obligation for the course.
GRADUATION DEADLINES

All graduates must submit an Application for Graduation, whether or not you intend to participate in commencement ceremonies. All deadlines, as well as the application forms and fee requirements are listed at https://www.csub.edu/admissionsandaid/graduation/. Complete the application and return with payment to the Extended Education office. Applications can be received via email, fax, or mail. Payment can be submitted in the form of personal check or paid online through your myCSUB account. We will ensure the appropriate documentation is included with your application prior to forwarding it to the office of Admissions and Records for processing. If you submit your application directly to Admissions and Records, you could face additional delays in processing.

ADVISING

Advising is available each semester online via email and phone. It is very important that all students participate in email advising. Aside from ensuring you are taking the appropriate classes to graduate, you are also given information regarding upcoming scheduling plans and graduation information. Undergraduate students should contact Dalia Ramirez at dramirez54@csub.edu and Graduate students should contact Raushel Salyards at rsalyards@csub.edu for advising.

SPRING APPLICATION DEADLINE FOR CERTIFICATE PROGRAMS – DECEMBER 1, 2018

- Advanced Occupational Safety & Risk Management certificate
- Drug and Alcohol Studies
- Project Management

Paralegal Studies - Has multiple deadlines throughout year, refer to website:
https://www.legalstudies.com/vendor/csuh-bakersfield-ext-u/

CareerStep – enroll anytime for the programs below at www.careerstep.com/csub
Professional Medical Coding and Billing with PCS
Medical Transcription and Editing
Computer Technician

Please refer to CSUB Extended Education – General Policies section for registration, payment, drop, and refund policies and deadlines.
NONDISCRIMINATION

CSUB Extended Education does not discriminate on the basis of race, color, national origin, sex, physical handicap, or sexual orientation in the educational programs or activities it conducts. Students admitted with physical, perceptual or learning disabilities will be given necessary accommodations provided that their disability has been verified by the CSUB Office of Services for Students with Disabilities (661) 654-3360.

CSUB EXTENDED EDUCATION RESERVES THE RIGHT TO:

1. Cancel courses due to low enrollment
2. Change the day and/or time of classes
3. Close courses to additional enrollment
4. Change instructors of a course
5. Move class locations

SOCIAL SECURITY NUMBERS

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 University uses the social security number to identify records pertaining to the student and, if needed, to collect debts owed to the University. Also, 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 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 sixty (60) days. Failure to supply a correct social security number may result in the imposition of a penalty by the Internal Revenue Service.