

# CSUB EXTENDED EDUCATION

## GENERAL POLICIES

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### IMPORTANT DATES:

Spring Semester 2018: January 22 – May 22  
8-Week Session I: January 22 – March 18  
8-Week Session II: March 19 – May 22  
Cesar Chavez Day Observed – Campus Closed: April 01  
Spring Semester Break: April 15 – April 19

### DROP POLICY FOR SPRING 2019 SEMESTER

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#### 16-WEEK COURSE: JANUARY 22 – MAY 22

January 30	Last day to add classes
February 15	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
April 05	Last day to withdraw from classes for a serious and compelling reason; Withdrawals after this date require a petition of exception.

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#### 8-WEEK COURSE SESSIONS

SESSION I JANUARY 22 – MARCH 18	SESSION II MARCH 19 – MAY 22	
January 25	March 22	Last day to add classes
February 01	March 29	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
February 22	April 26	Last day to withdraw from classes for a serious and compelling reason; Withdrawals after this date require a petition of exception.

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#### PROJECT MANAGEMENT CERTIFICATE PROGRAM

7 <sup>th</sup> 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
14 <sup>th</sup> 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 SPRING 2019 SEMESTER

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### 16-WEEK COURSE: JANUARY 22 – MAY 22

Course cancellation	100% refund
On or before January 26	100% refund
On or before February 12	60% refund
After February 12	No refund

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### 8-WEEK COURSE SESSIONS

#### SESSION I: JANUARY 22 – MARCH 18

Course cancellation	100% refund
On or before January 26	100% refund
On or before February 06	60% refund
After February 06	No refund

#### SESSION II: MARCH 19 – MAY 22

Course cancellation	100% refund
On or before March 22	100% refund
On or before April 02	60% refund
After April 02	No refund

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### PROJECT MANAGEMENT CERTIFICATE PROGRAM

Course cancellation	100% refund
Before first day of class	100% refund
After first day, but before fourth day of class	60% refund
After fourth day of class	No refund

Includes weekend and holidays.

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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 will be assigned an official university email account once they register for their first course. 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](http://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 University 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.

## FALL APPLICATION DEADLINE FOR CERTIFICATE PROGRAMS – JULY 1<sup>ST</sup>, 2019

- Drug & Alcohol Studies
- Geographic Information Systems
- Human Resource Management
- Occupational Safety and Risk Management
- Project Management

Paralegal Studies - Has multiple deadlines throughout year, refer to website:

<https://www.legalstudies.com/vendor/csu-bakersfield-ext-u/>

CareerStep – enroll anytime for the programs below at [www.careerstep.com/csub](http://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.

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## NONDISCRIMINATION

CSUB Division of Extended Education and Global Outreach 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.

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## CSUB EXTENDED EDUCATION AND GLOBAL OUTREACH 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

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## 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.