

CSUB EXTENDED EDUCATION GENERAL POLICIES – FALL 2019

IMPORTANT DATES

16-Week Session: August 26 – December 18
 8-Week Session I: August 26 – October 18
 8-Week Session II: October 21 – December 18

Sept 02: Labor Day – Campus Closed
 Nov 11: Veteran’s Day Observed – Campus Closed
 Nov 28-29: Thanksgiving – Campus Closed

DROP POLICY FOR FALL 2019 SEMESTER

16-Week Session	8-Week Session I	8-Week Session II	
Sept 04	Aug 30	Oct 25	Last day to add classes
Sept 23	Sept 06	Nov 01	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
Nov 08	Sept 27	Nov 22	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 2019 SEMESTER

	16-Week Session	8-Week Session I	8-Week Session II
100% refund on or before	August 30	August 30	October 25
60% refund on or before	September 16	September 10	November 05
No refund after	September 16	September 10	November 05

Project Management Certificate Program

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

A university-assigned student email account is the official means of university communication with all students. CSUB provides students with an Office 365 email account upon the student's enrollment to the institution. This account is free of charge and remains active one calendar year following the last enrolled term. Your Office 365 email account can be accessed by following this link: www.csub.edu/email and using your MyCSUB log-in credentials. Students are responsible for checking this email regularly. For assistance with your Office 365 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.

WE CANNOT ACCEPT CREDIT CARD INFORMATION VIA FAX, EMAIL, OR PHONE.

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.

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.

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.