

HUMBOLDT STATE UNIVERSITY

College of Extended Education & Global Engagement

1 Harpst St., Arcata, CA 95521 • 707-826-3731 • extended@humboldt.edu • humboldt.edu/extended

REGISTRATION FORM FALL SPRING (Not valid for Open University)

STUDENT INFORMATION

Last Name	First Name	MI
Mailing Address	City	State Zip Code
E-mail Address (required)	Emergency Contact (Name and phone)	
Telephone	Mobile Phone	
____/____/____ Birthdate (Required: Used to identify student record)	_____ HSU ID # or SSN # (Required for credit bearing courses)	
Gender: <input type="radio"/> Male <input type="radio"/> Female	U.S. Citizen: <input type="radio"/> Yes <input type="radio"/> No	Have you received a Bachelor's degree or higher? (Required) <input type="radio"/> YES <input type="radio"/> NO
Have you ever been enrolled at HSU? <input type="radio"/> YES <input type="radio"/> NO Enter any other name you have used: _____		
<p>Race/Ethnicity Description: <i>Your voluntary response is requested to comply with Federal and State legislation. If the California State University system is asked to report only ONE summary race/ethnicity description for you, choose the ONE category that you want us to report:</i></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="radio"/> American Indian or Alaska Native <input type="radio"/> Asian <input type="radio"/> Black or African American </div> <div style="width: 30%;"> <input type="radio"/> Hispanic or Latino <input type="radio"/> Native Hawaiian or Other Pacific Islander <input type="radio"/> White </div> <div style="width: 30%;"> <input type="radio"/> Two or more races/ethnicities <input type="radio"/> Decline to state </div> </div>		

Last: _____

First: _____

Term: _____

ID#: _____

COURSE INFORMATION

COURSE TITLE	CLASS # (5 digits)	UNITS/CEUs	FEE
<p>Advanced registration is recommended. Fees must be paid in full for enrollment to be valid. Incomplete or illegible registration forms may cause delay.</p> <p><i>All courses, instructors, locations and fees are subject to change or cancellation without notice.</i></p> <p>I have read and fully understand the refund policy and other Extended Education policies outlined in the College of Extended Education & Global Engagement bulletin or website. I understand that enrolling in Extended Education courses does not constitute admission to the University.</p> <p>Signature _____</p> <p>Date _____</p>		<p>ID Fee (\$5)</p> <p>Late Fee (\$25)</p> <p>TOTAL</p>	<div style="border: 1px dashed black; padding: 5px;"> <p style="text-align: center; font-size: 0.8em;">OFFICE USE ONLY</p> <p>User Name: _____</p> <p>Authorization Code: _____</p> </div>

PAYMENT

CHECK: Make payable to HSU
 CASH
 CREDIT CARD: VISA MasterCard Discover

Card Number _____ / _____ Expiration Date

Cardholder's Name _____ Cardholder's Signature _____

Four convenient ways to register for Extended Education courses:

Registrations and payments will be processed in the order received.
A confirmation will be e-mailed to you after your registration is processed.

ONLINE:

Students with Internet access may register for Extended Education courses at the following website. The latest schedule and current updates will be found along with registration instructions. Fee payment with VISA, Mastercard or Discover credit cards will be required online via secure server to process the registration.

humboldt.edu/extended

BY PHONE:

Students who hold MasterCard, VISA or Discover credit cards may register for Extended Education courses by calling (707) 826-3731.

IN PERSON:

You may register in person at the College of Extended Education & Global Engagement, Monday-Friday, 8 a.m.-4 p.m. The office is located in the Student and Business Services Building, Suite 211, at the corner of Harpst and B Streets.

BY MAIL:

Students are encouraged to register by mail as soon as possible to help ensure enrollment in their choice of Extended Education classes. Indicate bankcard number and expiration date, or make check/money order payable to Humboldt State University and send with your completed registration form to:

College of Extended Education & Global Engagement
Humboldt State University
1 Harpst St.
Arcata, CA 95521-8299

You will be notified if your registration is received after a class is closed.
If you register by mail, you will receive an e-mail confirmation.

► **Full payment of fees is required at the time of registration.**

IMPORTANT DEADLINES	
DEADLINE TO:	Extension, Special Session, OLLI and non-credit
DROP and receive full refund minus \$10	Prior to 1st class meeting
ADD without a late fee	Prior to 2nd class meeting
ADD with a \$25 late fee	Before 25% of course time has elapsed
DROP without a serious and compelling reason and receive partial (65%) refund	Before 25% of course time has elapsed
File to change grade option to AUDIT	Before 25% of course time has elapsed
File to take a course credit/no credit	Before 50% of course time has elapsed
DROP with a serious and compelling reason (no refund)	Before 75% of course time has elapsed

To register for Open University, the Over 60 Program, or the High School Concurrent Program, please contact the College of Extended Education & Global Engagement.

Drop & Refund Policy

Since Extended Education is a self-supporting program, enrollments in courses must be sufficient to pay salaries and other expenses. The following refund procedures have been adopted according to the formula for refunds established in Title V of the California Administrative Code.

If for any reason, you find it impossible to complete the course for which you are registered, you must inform the College of Extended Education & Global Engagement by completing and submitting the proper forms. Please allow two to four weeks to receive refund. Credit card refunds are in the form of a credit on account.

For refund purposes, the drop will be effective as of the time during normal business hours (Monday-Friday, 8 a.m.-5 p.m.) that Extended Education receives, or is able to receive notification.

Non-attendance or stopping payment on a check or payment voucher does not constitute an official drop, nor does only notification to the instructor. Drops do not necessarily entitle the student to a refund of fees paid, or the cancellation of fees still due.

Disability accommodation may be available. Contact the College of Extended Education & Global Engagement: (707) 826-3731

HSU is an AA/EO Employer.