

STUDENT INSTRUCTIONS

1. Please fill out this form and provide it along with your SEIE Fee Payment Form.
2. Print the form and sign and date where indicated.
3. Include the full payment as required.
4. Submit to:
SSU School of Extended and International Education
Stevenson Hall 1012
1801 East Cotati Avenue
Rohnert Park, CA 94928-3609

FIRST NAME _____ LAST NAME _____

STUDENT ID _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

SSU STUDENT E-MAIL _____ TELEPHONE _____

DATE OF BIRTH (MM/DD/YYYY) _____

FOR OFFICE USE ONLY

CLASS#

You must obtain the course instructor's signature as well as your graduate advisor's signature. If you wish to take a course credit/no credit, please check with your advisor.

COURSE (e.g. CES 591)		INSTRUCTOR
COURSE TITLE		INSTRUCTOR'S SIGNATURE
UNITS	FEES (\$600 PER UNIT)	DATE

GRADUATE ADVISOR/COORDINATOR APPROVAL

I request that the above course be created with the indicated instructor as an MS-CES Special Studies course for this student.

GRADUATE ADVISOR/COORDINATOR SIGNATURE _____ DATE _____

STUDENT ACKNOWLEDGMENT

I have read and agree to abide by the refund and other deadlines and policies covering these courses, available at www.sonoma.edu/exed/geninfo. I understand that if my payment by check is not honored by the bank, or my credit card is declined, that I am still responsible for all course fees as listed above.

If I have applied for financial aid, I understand that if I do not have an award in place by the time fees are due, I must pay my fees and be reimbursed when my award is disbursed. I also understand that if my award has already disbursed, or is not sufficient to cover my fees, I am responsible for paying the balance.

SIGNATURE _____ DATE _____

LAST NAME

FIRST NAME

MS-CES SPECIAL STUDIES REGISTRATION FORM INSTRUCTIONS AND POLICIES

- This form is for use to schedule and register for the following Special Studies CES courses only:
591, 593, 594, 595, 596, 598, and 599.
- MS-CES Students must register for regularly scheduled CES courses through the online registration system.
- Any 300/400 level courses taken to meet pre-requisites (i.e., not for credit towards the unit requirements of the MS-CES degree) can only be added via the regular Open University process. Open University courses taken to meet pre-requisite requirements may not be re-taken for graduate credit at a later time. Instructors for Open University will not be provided additional compensation for Open University enrollment.
- Instructor's signature indicates agreement to teach this Special Studies course as part of the student's plan of study. Compensation will be provided in accordance with the 2322 Salary Schedule.
- Graduate coordinator/advisor's signature indicates approval of the Special Studies course for the student's plan of study and a request to schedule the course and provide compensation to the assigned instructor in accordance with the 2322 Salary Schedule.
- Current SSU degree-seeking students must list their sonoma.edu e-address. Private emails cannot be used for University business.
- In order to register, students must submit a separate SEIE Fee Payment Form along with this MS-CES Special Studies Registration Form to SEIE.
- One copy of the MS-CES Special Studies Registration Form will be kept by SEIE Registration Services (for record-keeping). One copy will be kept by SEIE Scheduling (for documentation of course creation approval and faculty payment).