



California State University, Fullerton

SPACE AVAILABLE PROGRAM

Extension and International Programs

Enrollment is on a space available basis.

- Most CEU-bearing courses found on the [Professional Development website](#) qualify for this program. Extension credit, Resident credit, Test preparation, CSUF ed2go and a few selected certificate courses do not qualify.
- A registration form must be submitted for each course, including each course in a certificate program. Forms should be sent to Extension and International Programs at least seven days before the course begins. Status of enrollment will be sent by email 12 working days prior to the course start date. Please do not attend a course without confirmation of enrollment.
- Employees are expected to meet prerequisites, fully participate in and complete all aspects of each course. CEU-bearing courses are graded "Credit" or "No Credit" based on satisfactory attendance and completion of all course requirements. The CEU courses and grades do appear on the participant's CSUF transcript.
- Employees can find their CWID (Campus-Wide ID) at [What's My CWID?](#)

Name **CWID # (Campus Wide ID)**

Phone # **Campus Extension** **Campus Email Address**

I am a State Employee _____
Department & Campus Address

Immediate Supervisor's Name **Extension**

Course Title **Location** **Schedule Number**

Term (Check one)
 Winter **Spring** **Summer** **Fall** **Start / End Dates of Class** **Day & Time**

Is this a Certificate Program? _____
 YES **NO** **If YES, name of the Certificate Program**

I certify the above name individual is a CSUF part-time or full-time State employee with an appointment of not less than six months. (Intermittent, temporary or ASC employees are not eligible)

Supervisor Signature **Extension**

Upon completion of the form:

- Email completed registration form to Extension and International Programs at eipconnect@fullerton.edu.
- Employees will be notified by email of enrollment status approximately 1-2 days in advance of a course start date. Please do not attend class without email confirmation of enrollment.
- All required or recommended books and/or material costs are the responsibility of the employee.
- Employees must officially drop a course; not attending does not constitute a drop. Failure to successfully complete a course or officially drop will result in a "No Credit" grade on the participant's official CSUF transcript.