



# SPACE AVAILABLE PROGRAM

Extension and International Programs

**Enrollment is on a space available basis. See [EIP Space Available Program](#) for “Eligibility” information.**

- Most CEU-bearing courses found on the [Professional Development website](#) qualify for this program. Extension credit, Residence credit, Test Preparation, Educators, 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 1-2 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?](#)

\_\_\_\_\_  Male  Female  
 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 YOU ARE REQUESTING

\_\_\_\_\_  
 Course Title Location Class 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

Supervisor’s approval required (please sign below).

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).

\_\_\_\_\_  
 Signature Extension

**Email, fax or drop completed registration form to:**

**Donna Shroyer**  
 Extension and International Programs, THALL 1117  
 Email: [dshroyer@fullerton.edu](mailto:dshroyer@fullerton.edu)  
 Fax: 657-278-2088



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 Email: [mferrari@fullerton.edu](mailto:mferrari@fullerton.edu)  
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