CSUF | **Extension and International Programs**

SPACE AVAILABLE PROGRAM

Enrollment is on a space available basis.

- Most CEU-bearing courses found on the Professional Development website qualify for this program. Academic credit, Test Preparation, CSUF ed2go, Skillstorm and a few selected certificate courses do not qualify.

- A registration form must be submitted for each course. Completed 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?

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.

Cal State Fullerton