



California Institute of Integral Studies

REGISTRATION FORM

Use this form to register for, audit, add, or drop courses. The instructor's signature is required if you are 1) registering for or dropping after the Add/Drop Deadline; 2) on the course's waitlist; or 3) auditing. Submit this form in person, by fax, or by mail to:

CIIS Registrar's Office, 4th Floor 1453 Mission Street, San Francisco, CA 94103 Fax Number: 415-575-1267

A registration fee will be charged once per semester you register. *It will not be refunded if you later drop any or all of your courses.*

If you would like assistance, contact the Registrar's Office at registrar@ciis.edu or 415-575-6126.

Name: _____ CIIS ID Number: _____
last (family/legal) name first (given name) middle initial

E-mail Address: _____ Daytime Phone: _____

Mailing Address: _____
street city state zip

Ethnicity: (check the one which most applies to you)

- American Indian/Alaska Native Asian/Pacific Islander Black, non-Hispanic Hispanic White, non-Hispanic

Registration Semester: Fall Spring Summer Year: _____

Anticipated Graduation Semester: Fall Spring Summer Year: _____

ACTION	COURSE CODE	SECTION	TITLE	CREDITS	GRADE OPTION Check the Class Schedule for course's grade option	FACULTY SIGNATURE Required if you are: 1) registering/withdrawing after Add/Drop; 2) on the course's waitlist; or 3) auditing
<input type="checkbox"/> Register <input type="checkbox"/> Drop/Withdraw <input type="checkbox"/> Audit					<input type="checkbox"/> Letter Grade <input type="checkbox"/> Pass/No Pass	
<input type="checkbox"/> Register <input type="checkbox"/> Drop/Withdraw <input type="checkbox"/> Audit					<input type="checkbox"/> Letter Grade <input type="checkbox"/> Pass/No Pass	
<input type="checkbox"/> Register <input type="checkbox"/> Drop/Withdraw <input type="checkbox"/> Audit					<input type="checkbox"/> Letter Grade <input type="checkbox"/> Pass/No Pass	
<input type="checkbox"/> Register <input type="checkbox"/> Drop/Withdraw <input type="checkbox"/> Audit					<input type="checkbox"/> Letter Grade <input type="checkbox"/> Pass/No Pass	
<input type="checkbox"/> Register <input type="checkbox"/> Drop/Withdraw <input type="checkbox"/> Audit					<input type="checkbox"/> Letter Grade <input type="checkbox"/> Pass/No Pass	
<input type="checkbox"/> Register <input type="checkbox"/> Drop/Withdraw <input type="checkbox"/> Audit					<input type="checkbox"/> Letter Grade <input type="checkbox"/> Pass/No Pass	

Required if you are exceeding your school's semester unit limit (see "Enrollment Maximums" on reverse):

Approver Signature: _____ Date: _____

- I have applied for financial aid this semester; OR
 I am using the following payment plan: Payment in Full Deferred Payment Plan (additional fee required)

Payment Method:

- Cash Check or Money Order (made out to "CIIS")
 Visa MasterCard Card Number: _____ Exp. Date _____

My signature below indicates:

- That I have read and understand the policies on the reverse of this form regarding enrollment maximums, waitlists, payment, dropping, withdrawing, and not attending.
- That I have read and agree to abide by all of the policies in the *Catalog* and *Student Handbook*.
- That I approve the applicable charges to be made to the credit card above (if specified).

Student Signature: _____ Date: _____

REGISTRAR'S OFFICE USE ONLY:				BUSINESS OFFICE USE ONLY:	
DATE FORM	HOLD(S)? <input type="checkbox"/> No <input type="checkbox"/> Yes:	DATE REQUEST	DATE	PAID: _____	
RECEIVED: _____	<input type="checkbox"/> Business <input type="checkbox"/> Registrar <input type="checkbox"/> Library	PROCESSED: _____	BY: _____	REG: 7/7/09	

Enrollment Maximums

<u>Student's School</u>	<u>Fall</u>	<u>Spring</u>	<u>Summer</u>	<u>Approver of Exception ("Overload Registration")*</u>
Undergraduate Studies	16 units	16 units	16 units	Director of Undergraduate Studies
Professional Psychology	13 units	13 units	10 units	Academic Advisor
Consciousness and Transformation	13 units	13 units	10 units	Academic Advisor or Program Chair

* International students must also obtain written approval from the International Student Advisor.

These are school maximums; programs may have lower maximums. Contact your advisor if you are uncertain about this limit. Non-compliance with it may result in you being administratively withdrawn from the semester.

Waitlist Procedure

You are not charged when you are put on a waitlist; you are charged when you are moved from the waitlist into the class. If you do not want to be on the waitlist, you must drop yourself from it. If you do not, and are subsequently registered, you remain responsible for payment and the academic consequences.

Check your schedules online via Pathway regularly to see if you have been moved from the waitlist into the class. As a courtesy, the Registrar's Office will notify you if this happens, but because this notification may be thwarted, you may not know you have been added if you do not check for yourself. **Ignorance of being added will not suffice to waive the course's payment or academic requirements.** Waitlists are purged after the Add/Drop Deadline. If you have not been registered into the course by that date, you will not be afterwards.

If you have not been added to the course by its start date, you may attend its first class meeting if you have the instructor's permission. If at the first class meeting you receive permission from the instructor to be registered in the course, obtain this permission in writing and bring it to the Registrar's Office prior to the Add/Drop Deadline. **Do not assume the instructor will notify the Registrar's Office of this consent. It is your job, not the instructor's, to supply this. Also do not assume you will not be added to the waitlist if you do not attend the first class meeting.**

Payment

Tuition and fees are charged immediately and are due at the time of registration. If you are a financial aid recipient, any balance not covered by your aid is due at the time of registration. Do not pay in advance for the portion that financial aid will cover.

CIIS offers a Deferred Payment Plan which allows you to pay in three equal installments (two in summer). See the Academic Calendar for specific due dates. To participate in this plan, simply check this option on the Registration Form. A \$50 fee is charged for this service. A \$25 fee will be charged each time an installment is made after its due date.

CIIS accepts payments by cash, check or money orders (made out to "CIIS"), or credit cards (VISA and Master Card). To make a payment online, log onto Pathway at <http://pathway.ciis.edu>, click the "Finances" tab, and then the "Pay My Bill" link.

Dropping, Withdrawing, or Not Attending

Drop = Withdrawing from a course before the Drop Deadline

A drop transaction must be conducted either: 1) online through Pathway; or, 2) by written notification to the Registrar's Office. Notification of a drop to the instructor, program staff, or any other CIIS office is insufficient. A drop will result in the removal of the course from your transcript and a 100% reversal of its tuition charge. It will not result in a reversal of the registration fee charge. You may not drop a class after the Drop Deadline. (Refer to the Academic Calendar for this date.)

Withdrawal = Withdrawing from a course after the Drop Deadline

Withdrawing will result in a "W" on your transcript. To withdraw, submit the *Registration Form* to the Registrar's Office, signed by the instructor. The Registrar's Office will not accept this form after the last day the class has met.

A 75% refund will be given if the withdrawal form is submitted up through the third week of classes; a 50% refund by the seventh week of classes; no refund will be given after the seventh week. (All fees are non-refundable.) Refer to the Academic Calendar for specific refund deadlines. If you received any form of federal financial aid, the amount that will be returned to your lenders will be determined by federal guidelines and may be different from CIIS' refund policy. Contact the Financial Aid Office for more information.

Not Attending

Instructors have the right but not the obligation to withdraw you if you do not attend. **Do not assume you will be withdrawn if you do not attend.** You are responsible for conducting and monitoring your own registration transactions. If you do not attend and neither you nor the instructor submit a withdrawal notification to the Registrar's Office, a grade of "F" [Fail] or "NP" [No Pass] will be posted to your transcript, and you will be held accountable for all monies owed. If you are waitlisted, the instructor has the right to remove you from the waitlist if you do not attend the first class meeting. See the Waitlist Procedure above.