OFFICE OF GRADUATE STUDIES

GRADUATE CONTINUOUS ENROLLMENT FORM

Permission to Enroll in University 9000

Information and instructions at http://www.calstatela.edu/page/university-9000-univ-9000

Name _____ CIN# _____

is at **G3/G8*** status (master's/doctoral student) and has completed all coursework.

**G3: Advanced to Candidacy - Master's student or G8: Advanced to Candidacy - Doctoral student*

_____ , College of _____
Name of Program

The student is eligible for and has permission to enroll in University 9000 through the College of Professional and Global Education (PaGE).

The student understands that he/she may not be enrolled in any other course.

_____ _____
Semester Year

_____ _____ _____
Thesis Chair Signature Date
My signature verifies I have confirmed that thesis committee members are available to approve the final manuscript for submission.

_____ _____ _____
Department Chair Signature Date
My signature verifies I have confirmed that the student has met the milestone requirements set by the respective college.

California State University, Los Angeles • College of Professional and Global Education
5151 State University Drive, Los Angeles, CA 90032-8619

Registration

GRADUATE CONTINUOUS ENROLLMENT

Email form to pagestudents@calstatela.edu, for processing.

Term _____ Year _____

Class #	Dept/Course No.	Section	Item Type	Units	Course Title	Fee
	UNIV 9000	90	93150	0	Thesis Research for Continuous Enrollment	350.00
					TOTAL $	

Per University policy, the late fee will be accessed according to each term calendar, approximately two weeks prior to the respective term. The student understands that UNIV 9000 is not eligible for financial aid.

For **Cashier's Use** Only

_____ / / _____
Student signature Date *mm/dd/yyyy*

_____ _____
Last name *Please Print* First name

_____ _____ Gender ☐ M ☐ F
CIN # Current Email

University 9000 (UNIV 9000)

Fee: $350

A graduate degree/doctoral student is required to maintain continuous enrollment in every fall and spring semester from the beginning of the program of study until award of the degree. Enrollment during Summer Session is required only if the student plans to graduate during that particular term. All students must be enrolled during the term in which they graduate. Unless granted an approved leave of absence, a graduate student who fails to register each semester has discontinued enrollment in the graduate degree program. The purpose of this policy is to keep students on track to completion within the required seven-year period.

Every semester (fall and spring), graduate/doctoral students must be registered in a course, or in University (UNIV) 9000, or must have an approved leave of absence. Registration in UNIV 9000 is restricted to graduate/doctoral students who have been advanced to candidacy and have completed all coursework (including all allowable research units) but need additional time to complete their thesis, project or dissertation. If a student wishes to take a semester off before resuming coursework, she or he must take a Leave of Absence, not UNIV 9000.

Although UNIV 9000 is a zero unit course, the fee is based on one unit of credit for payment purposes; no unit credit is added to the student's program or transcript. **This course is not eligible for financial aid.**

You are responsible for maintaining your graduation progress through the Graduation Office (Admin. 403).
For more information regarding filing for graduation or graduation date changes, contact the Graduation Office at (323) 343-3890.

The deadline to enroll is the University Add Deadline. Late fees are assessed based on the University's term calendar.Upcoming dates can be found online at http://www.calstatela.edu/registrar/university-scheduling-office

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Due to Covid-19, staff are working remotely, while our offices remain closed. Email is our primary form of contact. Given these unprecedented times, the Registration Process is as follows:

Registration Process

1. Complete the Graduate Continuous Enrollment Form provided by the College of Professional and Global Education (PaGE).
2. Obtain the approval of the Committee Chair/Department Chair on the Graduate Continuous Enrollment Form. Before signing the form, a Committee Chair/Department Chair will check to make sure that the student has been Advanced to Candidacy (G3/G8) and that all of the student's coursework has been completed. A plan and timeline for completing the thesis, project, or dissertation must be established with the Committee Chair as a condition of approval for enrollment in UNIV 9000.
3. Scan and email the completed Graduate Continuous Enrollment Form to PaGE Enrollment Services (pagestudents@calstatela.edu) to be registered. Payment is due at the time of enrollment.
   - Registration must be completed by the University Add Deadline of the session in which the student wishes to maintain continuous enrollment. Upcoming dates can be found online, or contact PaGE for enrollment deadlines.
   - If paying with debit or credit card, a link to submit payment will be forwarded to you once your paper work is received. A payment processed via credit/debit will be assessed a 2.75% Cashnet service fee.
   - If paying with check, proceed to the Cashier's Office located on the first floor of the Administration Building, Room 128. Cashier's currently has a Drop box available Monday - Friday, 8:00a.m. to 5:00 p.m.
   - Enrollment during Summer Session is only required if the student wishes to graduate during that term.

Contact

Any of the aforementioned materials may be obtained and returned to PaGE's Enrollment Services Office via email: pagestudents@calstatela.edu. Please contact the Enrollment Services staff with any questions you may have at pagestudents@calstatela.edu.