



Office of Graduate Studies

Continuous Enrollment Registration Form

Deadlines: September 10 (Fall) / February 10 (Spring)

Indicate semester and year: [ ] Fall [ ] Spring

Indicate level: [ ] MA / MS [ ] Ed.S [ ] Ed.D. [ ] DPT

Student ID #: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_ DOB: \_\_\_\_\_

Name: \_\_\_\_\_ [ ] Ms.

Address: \_\_\_\_\_ [ ] Mr.

\_\_\_\_\_ [ ] Other \_\_\_\_\_

- MA / MS degree seeking students please complete information in the space above and return to the Office of Graduate Studies with your \$281.00 payment.
Ed.S. / Ed.D. / DPT degree seeking students, please complete the space above, return form to the Office of Graduate Studies along with a \$438.00 payment.
Payment can be made in either CHECK or MONEY ORDER only.
Make checks or money order payable to: California State University, Sacramento
All students add \$25.00 late fee, if payment is sent after the deadline (September 10 for Fall; February 10 for Spring). Postmarks Not Accepted. Please note the following dates:

Last day to submit Continuous Enrollment for Fall: October 31

Last day to submit Continuous Enrollment for Spring: March 31

Program: \_\_\_\_\_

Student Signature (required): \_\_\_\_\_ Date

Graduate Coordinator (required): \_\_\_\_\_ Signature Date

College of Continuing Education (CCE) - Call (916) 278-6984

Table with 4 columns: Item, Amount, Total Paid, Accounts Rec. / Grand Total / Sponsor. Rows include Date, Tuition, Parking, Late Fee.

Office of Graduate Studies

Table with 5 columns: Course Prefix, Course, Section, Units, OGS Approval

Return completed form along with payment to:

California State University, Sacramento
Office of Graduate Studies (CE)
6000 J Street, RFC 215
Sacramento, CA 95819-6112
Telephone: (916) 278-6470

Cashier's Receipt Stamp area with Updated: 10/2016

### **Continuous Enrollment – Open University**

Graduate students who have been advanced to candidacy and who have completed all course work can maintain the required active degree program status without additional University registration by enrolling in "Continuous Enrollment" through Open University. There are no units associated with this enrollment, but a College of Continuing Education fee equal to one unit is required. Such enrollment is valid as long as the student is within the time period allowed for the completion of the culminating experience requirement. Students completing a thesis or project are allowed a maximum of three semesters past the semester of first registration to complete the thesis or project. If not otherwise actively registered, the student must enroll in "Continuous Enrollment" each of the three semesters beyond the initial University enrollment for thesis or project units.

Students who do not finish the thesis or project within the semester of original enrollment will receive a grade of "RP"\* provided satisfactory progress has been made toward completion of the culminating experience. The "RP" grade will remain as long as progress is made toward completion and "continuous enrollment" is maintained the following three semesters.

If the student does not complete the culminating experience within a total of four semesters, she/he will receive a No Credit ("NC") grade for the original units. The No Credit (NC) grade will be a permanent part of your academic record. If the seven-year deadline for the program has not expired, the student must re-enroll in culminating experience units within the next two semesters and pay University fees before continuing her/his program.

Students taking the comprehensive exam for the culminating experience in a semester in which they are not registering for any other units will be required to sign up for "Continuous Enrollment."