



**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

Date _____	By _____	Total Paid \$ _____	
Tuition _____	\$ _____	Accounts Rec. \$ _____	
Parking _____	\$ _____	Grand Total \$ _____	
Late Fee _____	\$ _____	Sponsor _____	

**Office of Graduate Studies**

Course Prefix	Course	Section	Units	Class #	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**

Updated: 10/2019



# Continuous Enrollment

Graduate students who have been advanced to candidacy and who have completed all course work must maintain the required active degree program status without additional University registration by enrolling in "Continuous Enrollment" through the College of Continuing Education. 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.

## **MA / MS Students**

Students completing a MA / MS thesis or project are allowed a maximum of three (3)\* 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

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

Students enrolling in their culminating experience during the winter intersession must enroll in Continuous Enrollment for the Spring semester.

## **Ed.S. / Ed.D. / DPT**

Ed.S. or Doctorate students are only allowed to use Continuous Enrollment with the approval of graduate coordinator for a max of one (1) term.

\*Some departments do not allow three (3) semesters of Continuous Enrollment. Please check with your department.