

College of Extended Learning

Graduate Studies –Portfolio Course Enrollment Process

Student Information

WHO MAY ENROLL

University policy requires all graduate students to be continuously enrolled at the university each quarter until the awarding of the degree. However, graduate students are not required to be enrolled this summer. Continuous enrollment can be met either by regular enrollment in California State University, San Bernardino courses, or by enrolling in Graduate Continuous Enrollment course offered through the College of Extended Learning. No credit is earned, however the student is allowed to maintain their status in their graduate degree program.

Continuous Enrollment: Graduate students who have completed all other coursework will be allowed to enroll, with department consent, for zero-unit continuous enrollment courses through CEL. Graduate students enrolled in continuous enrollment courses in this way shall retain the privileges of regularly matriculated students: access to email, library, learning management systems, and faculty.

Comprehensive Examination: Graduate students who have completed all other coursework will be allowed to enroll, with department consent, for the comprehensive examination through CEL. Graduate students enrolled in the comprehensive exam in this way shall retain the privileges of regularly matriculated students: access to email, library, learning management systems, and faculty.

Graduate Portfolio: Graduate students will be allowed to enroll, with department consent, for the graduate portfolio through CEL if the credit amount for this course is zero-unit. Graduate students enrolled in the graduate portfolio in this way shall retain the privileges of regularly matriculated students: access to email, library, learning management systems, and faculty.

FEES

\$260 per quarter

HOW TO ENROLL

Students will need to complete the “Non Credit Registration Form” and present to their respective academic college for approval. Upon approval from the College, student must submit the form and payment to the College of Extended Learning.

Three ways to register:

1. By mail, using the registration form; mail registration form to College of Extended Learning, 5500 University Parkway, San Bernardino, CA 92407.
2. In person, Monday thru Friday at the College of Extended Learning Sierra Hall, Room 101
3. By phone, by faxing the registration form to 909-537-5907. Once registration form is received, the student must call 909-537-5975 within 24 hours to pay course fee using a Visa, Mastercard, or American Express.

Late Registration

If students are not enrolled by the Census date every quarter they will have to complete a “*Petition to Add after Census*” form per campus policy.

Students must register by the end of the third week of the quarter or a late fee will apply.

COLLEGE OF EXTENDED LEARNING CONTACT

Student Services

Sierra Hall 101

Direct line: 909-537-5975