# Healthcare Spanish Certificate Registration

**Year:** _______ Fall ___ Winter ___ Spring ___  
**Social Security Number:** __________________

Social Security numbers are used for tax credit purposes

**PLEASE COMPLETE ENTIRE FORM- PRINT LEGIBLY**

<table>
<thead>
<tr>
<th>Coyote ID</th>
<th>Student Name</th>
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<thead>
<tr>
<th>Personal Mailing Address / P.O. Box if applicable</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
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Date of Birth: _______/______/__________  
**Home Phone:** ( ) _____________________________

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<tr>
<th>E-Mail Address</th>
<th>Cell: ( ) _____________________________</th>
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**Status:** Undergrad/ Graduate  
**BA/BS Degrees earned & Year:** _____________________________

__________________________  
**Student's Signature**

__________________________  
**Approval Signatures:**

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Department Chair*</th>
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*(Only if class is full, prerequisites are not met or student is attempting to add during the third week of the quarter.)*

## Course Registration (COMPLETE ONE FORM FOR EACH COURSE)

<table>
<thead>
<tr>
<th>5-digit Class No.</th>
<th>Subject</th>
<th>Course Title</th>
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<table>
<thead>
<tr>
<th>Instructor Name</th>
<th>Days</th>
<th>Hours</th>
<th>Units</th>
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## Certificate Requirements:

- **SPAN 251- Intermediate Healthcare Spanish I** (4)  
- **SPAN 252- Intermediate Healthcare Spanish II** (4)  
- **SPAN 253- Intermediate Healthcare Spanish III** (4)  
- **SPAN 295- Intermediate Skills Assessment** (1)  
- **SPAN 316B- Spanish for the Professions: Health Science** (4)  
- **SPAN 351- Culture, Health and Food in Latin America** (4)  
- **SPAN 575D- Internship in Service Learning (needs to be completed in health care field.)** (4)

## Electives:

- **SPAN 321- Spanish in the United States** (4)  
- **SPAN 322- Origin and Contemporary Role of Hispanic Dialects** (4)  
- **SPAN 412- Latin American Civilization** (4)

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*Credit Earned Through Open University: A maximum of 36 units through Open University can be applied toward a bachelor’s degree and 13 units toward a Master’s Degree (subject to approval by the applicable academic department)*

Return the form to: **College of Extended Learning, CSUSB Sierra Hall 101, Main Office (909) 537-5975**

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<thead>
<tr>
<th>ENTERED BY:</th>
<th>DATE:</th>
<th>NRES</th>
<th>DISC</th>
<th>BIO DATA: Current /Update /New</th>
</tr>
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<tbody>
<tr>
<td>____________________</td>
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Healthcare Spanish Certificate through Open University Enrollment

The Open University Program is designed for students not admitted to the University who wish to take classes at California State University, San Bernardino (CSUSB). It is a convenient way for individuals to take University courses for professional growth, personal enrichment or while waiting for admission to the University. **Students may attend courses if space is available and all prerequisites have been met.** A maximum of 36 units taken through Open University may be applied toward an undergraduate degree; a maximum of 13 Open University units may be applied toward a graduate program. The office of the College of Extended Learning (CEL) is open Monday through Friday from 8:00 am to 5:00 pm.

### Registration Dates

**Monday 4/11/16**

First day payment will be accepted along with signed registration form; return to the College of Extended Learning to register for courses. You are not enrolled until this office has received a signed registration form and applicable fees have been paid. Fees may be paid by cash, check, money order, or by Visa, MasterCard or American Express.

**Friday 4/15/16**

Final day to pay fees without incurring a late fee of $25 per class. After this date, registration forms will require **both** the Instructor and the Department Chair’s signature.

**Friday 4/22/16**

Census- Final day to register and pay fees. **Students must use the petition process to register after this date.**

### Withdrawal and Refund Dates

**Friday 4/22/16**

Last day for students to withdraw from classes without record and receive a 65% refund (at no time are 100% refunds issued).

**Monday 4/23/16**

**Refunds for dropped classes are no longer issued.** Withdrawals after this date will be permissible only for serious and compelling reasons, such as a serious illness or accident, and students will receive a “Withdrawal” on their records. Documentation is required for these exceptions.

To withdraw from a course, students must complete a College of Extended Learning Withdrawal Form and return it to SH 101. Failure to withdraw from a course before the deadline will result in a failing grade. **University Add/Drop slips are not accepted.** Withdrawals are not accepted by phone. Students are not automatically dropped for non-attendance, although instructors have the option to drop students who have not appeared in class. Students who have been dropped by the instructor for non-attendance are still bound to the same deadlines for refunds.

### Payment and Fee Information

- Students wishing to pay by invoice must present completed paperwork when registering.
- **The registration fee for Open University is $260 per unit.** Additional fees may be charged for courses that offer laboratory work or individual tutorial instruction. **Fees are subject to change.**
- Late fees of $25 will be incurred per class for late registrations.
- There is a $25 fee for all declined credit cards or dishonored checks.

### Enrollment Information

- **Students will need the permission of the instructor and the department chair in order to add a class that is closed.** Students may not add classes after the end of the third week of the quarter except for serious and compelling reasons and only through the petition process. See the College of Extended Learning for the Petition form.
- It is the student’s responsibility to determine that all prerequisites for the intended course have been met. Students should seek advising from applicable academic departments regarding necessary course prerequisites. Students who are dropped from a course for failing to meet the required prerequisites are subject to refund deadlines identified above.
- **Petitions to add or withdraw from classes after the first three weeks of the quarter are only available in SH-101.** University petition forms are not accepted. There will also be a $25 Administration Fee for each class petitioned through the CEL Office.

### Other Important Information

- **CAMPUS SAFETY REPORT** – California State University, San Bernardino’s annual “Campus Safety Report” includes crime statistics from the previous three years concerning reported crimes that occurred on campus, on public property immediately adjacent to and accessible from the campus, and at our satellite Palm Desert Campus. The report includes institutional policies concerning campus safety and security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You can obtain a copy of this report by contacting the campus Police Department at (909) 537-5165 or by accessing the following website: [http://police.csusb.edu/Reports/index.html](http://police.csusb.edu/Reports/index.html).
- Social Security numbers are not required but are necessary for students who wish to have appropriate federal government forms for tax purposes.

Registration forms may be faxed to (909) 537-5907, payment must be called in within 24 hours. Blackboard Access can be requested by contacting the CEL Office.