

CONTINUOUS ENROLLMENT GUIDELINES & APPLICATION

Graduate students are required to maintain continuous enrollment from the time of first enrollment in a graduate program until completion of the degree. Continuous Enrollment is defined as being enrolled during Fall, Winter, and Spring quarters each year. If a graduate student plans to graduate Summer Quarter, they must be enrolled during the summer.

One mechanism for meeting this requirement is to register in a special course designated for this purpose during terms in which students are not regularly enrolled. The course designated for continuous enrollment purposes is GS S597, Continued Graduate Study. It is listed in the University catalog and taken through Cal Poly Extended Education. It is a variable-unit course graded credit/no-credit. Credits in GS S597 do not count toward meeting degree requirements.

THE PROCESS:

Step 1.

Complete the form and provide all information requested (to the best of your ability). Failure to do so may result in delayed registration.

Step 2.

Return completed form to: Cal Poly Extended Education, Science Building (52), Rm E34 between 8am-5pm, Monday - Friday, either in person or by fax: 805-756-5933 or by email: extended@calpoly.edu

Cal Poly Extended Education (ExtEd) evaluates the number of units required for graduate students to be current (i.e., continuously enrolled), and we will notify/verify this assessment with you.

ExtEd will enroll you in GS S597 for the agreed upon amount of units. You will receive an email confirming this enrollment.

Step 3.

Charges will appear in your student account at the time of enrollment, and it is your responsibility to log-in to your student portal to make a payment by the due date. GS S597 is \$289 per unit and payment is due within 3 days from the date the charges are posted. **See reverse for detailed information on making a payment. Note: If your fees will be paid with a PO# you must provide the PO with your registration form.**

NOTE: If we are unable to complete your enrollment due to a hold on your student account or otherwise, we will contact you within 4 business days of your application request.

Please Note:

If you have not already done so, you must activate your Cal Poly portal by contacting the Service Desk at (805) 756-7000.

a. Contact the Service Desk at (805) 756-7000 to activate your portal. If you are new to Cal Poly, your portal can be activated one business day after your Cal Poly User Name is created.

b. All Cal Poly email correspondence will be sent to your university-assigned email address (username@calpoly.edu). You must set the email delivery address associated with your Cal Poly User Name. You may set your email to automatically forward to an email of your choice (username@yahoo.com), or to your Cal Poly email account.

For instructions on setting your email delivery address:

http://www.servicedesk.calpoly.edu/my_cp_support/email_del_add_updates.html

Still have questions?

For more information including deadlines to register for GS S597 each quarter please visit:

<http://grad.calpoly.edu/students/continuous.html>

or send an email to extended@calpoly.edu

HOW TO MAKE A PAYMENT

Online Payment (preferred method)

Payment can be made online through the “Money Matters” tab of the student portal, by clicking the “Make A Payment Now” button, then the “Click here to make an online payment” link. You must select the Extended Education option at the bottom of the online payment page to ensure that your payment is applied to your Extended Education balance.

Online payment can be made by eCheck or credit card. There is no convenience fee for payments made by eCheck. A 2.9% non-refundable convenience fee will be charged for credit card payments. Please note that Visa is not accepted. Online Credit Card or eCheck payments made after 4:15pm, or on non-business days, will post to the student's account on the next business day.

The online payment system may be accessed outside of the student portal at:

http://afd.calpoly.edu/Student_Accounts/online_payments.asp

Students have an option of creating a separate parent login account for online payments via a CASHNet Parent PIN. Setup guide available at: http://afd.calpoly.edu/student_accounts/forms/CashNet_PARENT_PIN_Guide.pdf

In Person

Cash or check payments can be made at the University Cashier's office. When paying by cash or check, be sure to provide the item code 'CE'. This will ensure that your payment is applied to your Extended Education balance. The Cashier's Office is in Building 1, Room 131E. Office hours are 9:00 a.m. to 4:00 p.m. Monday through Friday.

Please do not mail in your payment because it may not arrive by the due date

For more information, visit: http://www.afd.calpoly.edu/Student_Accounts/HowAndWhenToPay.asp#payment

WHAT HAPPENS IF YOU DO NOT PAY YOUR FEES?

If you have not paid your fees by the due date, a registration hold will be placed on your account that will prevent you from adding or swapping classes until the balance is paid. In addition, your enrollment may be subject to cancellation. If your enrollment is cancelled due to non-payment, a \$50 administrative fee will be charged to re-enroll.

Exceptions

Students who have an approved third-party billing request, will not be dropped from their course(s) for late or non-payment of fees. However, once the third-party payment is posted to the student account, any outstanding balance is the responsibility of the student and a registration hold will be placed if your fees are not fully paid. The hold will prevent adding or swapping classes until the balance is paid.

CAL POLY

Extended Education

CONTINUOUS ENROLLMENT GUIDELINES & APPLICATIONS

LEGAL NAME:

Last Name First Name Middle Name

EMPL ID: GENDER: M F BIRTHDATE: / /
(mm) / (dd) / (yy)

CURRENT MAILING ADDRESS:

Street Number Street Name Apartment #

City State Zip Code

WORK TELEPHONE: EMAIL:

HOME TELEPHONE:

COURSE #	PROGRAM TITLE	# UNITS	TOTAL FEE
GS S597	Continuous Enrollment (\$289/unit)		

PROGRAM MAJOR & CONCENTRATION:

LAST QUARTER ENROLLED:

QUARTER FOR WHICH YOU ARE INTENDING TO ENROLL:

NOTE: Summer Quarter is not required unless it is the quarter your degree will post.

EXPECTED GRAD DATE:

FOR OFFICE USE ONLY	PS Data Entry	Emailed Confirmation
Scanned <input type="checkbox"/> No Holds <input type="checkbox"/> OK to Process <input type="checkbox"/> By <input type="text"/> Initial <input type="text"/> Date <input type="text"/> Date <input type="text"/> PO / 3rd Party Billing? <input type="checkbox"/>		