



# OFFICE OF GRADUATE STUDIES

## GRADUATE CONTINUOUS ENROLLMENT FORM

### Permission to Enroll in University 9000

Information and instructions at <http://www.calstatela.edu/page/degree-programs>

Name \_\_\_\_\_ CIN# \_\_\_\_\_

has been advanced to candidacy (G3 status) and has completed all coursework for a Master's Degree in

\_\_\_\_\_, College of \_\_\_\_\_  
*Name of Program*

and is eligible for, and has permission to enroll in University 9000 through the College of Professional and Global Education (PaGE).

The student understands that he/she may not be enrolled in any other course. \_\_\_\_\_ Semester \_\_\_\_\_ Year

\_\_\_\_\_  
Thesis Chair\* Signature Date

\* My signature verifies I have confirmed that thesis committee members are available to approve the final manuscript for submission.

\_\_\_\_\_  
Department Chair or Program Director Signature Date



California State University, Los Angeles • College of Professional and Global Education  
5151 State University Drive, Los Angeles, CA 90032-8619

**Registration**

## GRADUATE CONTINUOUS ENROLLMENT

Take approved form to PaGE, University-Student Union, room 105, for processing.

Term \_\_\_\_\_ Year \_\_\_\_\_

Class #	Dept/Course No.	Section	Item Type	Units	Course Title	Fee
	UNIV 9000	90	93150	0	Thesis Research for Continuous Enrollment	350.00
<b>TOTAL \$</b>						

For Cashier's Use Only

\_\_\_\_\_  
Student signature Date *mm/dd/yyyy*

\_\_\_\_\_  
Last name *Please Print* First name

\_\_\_\_\_  
CIN # Current Email Gender  M  F

Payment (please check one):

Cash  Check/Money order  MasterCard (complete section below)  VISA (complete section below)

**Cal State LA • College of Professional and Global Education • Payment Authorization**

Credit card number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Security Code \_\_\_\_\_ Expiration date \_\_\_\_\_ / \_\_\_\_\_ Amount \$ \_\_\_\_\_  
mm yyyy

# University 9000 (UNIV 9000)

Fee: \$350

A graduate degree student is required to maintain continuous enrollment in every fall and spring semester from the beginning of the program of study until award of the degree. Enrollment during Summer Session is required only if the student plans to graduate during that particular term. All students must be enrolled during the term in which they graduate. Unless granted an approved leave of absence, a graduate student who fails to register each semester has discontinued enrollment in the graduate degree program. The purpose of this policy is to keep students on track to completion within the required seven-year period.

Every semester (fall and spring), graduate students must be registered in a course, or in University (UNIV) 9000, or must have an approved leave of absence. Registration in UNIV 9000 is restricted to graduate students who have been advanced to candidacy and have completed all coursework (including all allowable research units) but need additional time to complete their thesis, project or dissertation. If a student wishes to take a semester off before resuming coursework, she or he must take a Leave of Absence, not UNIV 9000.

Although UNIV 9000 is a zero unit course, the fee is based on one unit of credit for payment purposes; no unit credit is added to the student's program or transcript. **This course is not eligible for financial aid.**

You are responsible for maintaining your graduation progress through the Graduation Office (Admin. 403). For more information regarding filing for graduation or graduation date changes, contact the Graduation Office at (323) 343-3890.

The deadline to enroll is the University Add Deadline. Late fees are assessed based on the University's term calendar. Upcoming dates can be found online at <http://www.calstatela.edu/registrar/university-scheduling-office>

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## Registration Process

1. Complete the Graduate Continuous Enrollment Form provided by the College of Professional and Global Education (PaGE).
2. Obtain the approval of a Graduate Advisor on the Graduate Continuous Enrollment Form. Before signing the form, a Graduate Advisor will check to make sure that the student has been Advanced to Candidacy and that all of the student's coursework has been completed. A plan and timeline for completing the thesis, project, or dissertation must be established with the graduate advisor and committee chair as a condition of approval for enrollment in UNIV 9000.
3. Bring the completed Graduate Continuous Enrollment Form to PaGE Enrollment Services (University Student Union, Room 105) to be registered. Payment is due at the time of enrollment.
  - Registration must be completed by the University Add Deadline of the session in which the student wishes to maintain continuous enrollment. Upcoming dates can be found online, or contact PaGE for enrollment deadlines.
  - Enrollment during Summer Session is only required if the student wishes to graduate during that term.

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## Contact

Any of the aforementioned materials may be obtained and returned to PaGE's Enrollment Services Office in University Student Union, Room 105. Please contact the Enrollment Services staff with any questions you may have at (323) 343-4900.