



**OFFICE USE ONLY**

SEMESTER	YEAR
ENTERED IN SYSTEM BY	DATE



**REQUEST TO REGISTER LATE**  
**Open University**  
**Spring 2020: Valid from February 10 - 14, 2020**

**INSTRUCTIONS FOR STUDENT:**

- 1) Use one form **for each class number**.
- 2) Obtain required signatures and return this form to The Tseng College, EU 200, to complete the registration process.
- 3) Payment in full is required upon submission of this form and prior to attending the next class meeting.
- 4) **A late fee of \$25** applies at the time of registration.
- 5) Requests must be presented to The Tseng College **no later than 5:00 p.m., February 14, 2020**.  
Requests will not be accepted after this date and time.

STUDENT INFORMATION					
LEGAL NAME	<i>Last</i>	<i>First</i>	<i>M.I</i>	<i>Maiden/Other Name</i>	
MAILING ADDRESS			<i>Street</i>		<i>Apt/Unit #</i>
<i>City</i>			<i>State</i>	<i>ZIP</i>	
DAYTIME PHONE		EMAIL ADDRESS			
BIRTH DATE* (MM/DD/YY)		OR		CSUN ID # *	
_____ / _____ / _____				_____ - _____ - _____	
COURSE INFORMATION					
Class #	Subject Area	Catalog #	Course Title	Units	Instructor
Please enroll me in the course listed above through Open University. I understand I will receive credit and be subject to regulations regarding fees, refunds and change of program, as described on the web at <a href="http://openuniversity.csun.edu">http://openuniversity.csun.edu</a> or in the Open University brochure. Grading and transcripts are described in the University Catalog.					
STUDENT'S SIGNATURE					DATE
REQUIRED SIGNATURES					
STUDENT'S REASON FOR LATE REGISTRATION					
The signatures below signify approval of this student's request to register late into the course listed above. The following required signatures are <b>valid only from February 11 to 5:00 P.M. on February 15, 2019</b> .					
INSTRUCTOR'S SIGNATURE			DEPARTMENT CHAIR'S SIGNATURE		

\*Used to identify the student's record.