



California Institute of Integral Studies

REGISTRATION FORM

Use this form to register for, audit, add, drop, or withdraw from courses. A registration fee will be charged once per semester you register. *It will not be refunded if you later drop any or all of your courses.*

Submit to registrar@ciis.edu as an attachment to an email sent from your CIIS student email account. For assistance, contact the Registrar's Office at registrar@ciis.edu or 415-575-6126.

Name and Address: *(please print legibly)* _____ CIIS Program: _____

CIIS ID Number: _____

E-mail Address: _____

Phone: _____

Check Both: { Ethnicity (check one): Hispanic/Latino Not Hispanic/Latino

Race (check all that apply): American Indian or Alaska Native Asian Black or African American
 Native Hawaiian or Other Pacific Islander White

REGISTRATION SEMESTER: Fall Spring Summer Year: _____

ACTION <i>(check one)</i>	COURSE CODE	SECTION	TITLE	CREDITS	GRADE OPTION	FACULTY SIGNATURE
						REQUIRED IF: • registering after add deadline • auditing • adding from waitlist • the course overlaps another • withdrawing
<input type="checkbox"/> Register <input type="checkbox"/> Audit <input type="checkbox"/> Drop/Withdrawal					<input type="checkbox"/> LG <input type="checkbox"/> P/NP	
<input type="checkbox"/> Register <input type="checkbox"/> Audit <input type="checkbox"/> Drop/Withdrawal					<input type="checkbox"/> LG <input type="checkbox"/> P/NP	
<input type="checkbox"/> Register <input type="checkbox"/> Audit <input type="checkbox"/> Drop/Withdrawal					<input type="checkbox"/> LG <input type="checkbox"/> P/NP	
<input type="checkbox"/> Register <input type="checkbox"/> Audit <input type="checkbox"/> Drop/Withdrawal					<input type="checkbox"/> LG <input type="checkbox"/> P/NP	
<input type="checkbox"/> Register <input type="checkbox"/> Audit <input type="checkbox"/> Drop/Withdrawal					<input type="checkbox"/> LG <input type="checkbox"/> P/NP	
<input type="checkbox"/> Register <input type="checkbox"/> Audit <input type="checkbox"/> Drop/Withdrawal					<input type="checkbox"/> LG <input type="checkbox"/> P/NP	

DEPARTMENT/PROGRAM CHAIR'S SIGNATURE: _____ DATE: _____

REQUIRED IF: Adding after the add deadline; overriding a prerequisite; or, for SCT students, exceeding semester unit limit

ADVISOR'S SIGNATURE: _____ DATE: _____

REQUIRED IF: Exceeding semester unit limit

I have read the policies in the *CIIS Catalog*, my program's handbook, and on the back of this form, and acknowledge that I am responsible for paying all my tuition and fee charges, regardless of the status my financial aid, scholarships, or other support.

Student Signature: _____ Date: _____

REGISTRAR'S OFFICE USE:

DATE RECEIVED: _____ HOLD(S)? No Yes DATE PROCESSED: _____ BY: _____

REG: 11/16/20

Enrollment Maximums

<u>Student's School</u>	<u>Fall</u>	<u>Spring</u>	<u>Summer</u>	<u>Approver of Exception ("Overload Registration")*</u>
Undergraduate Studies	16 units	16 units	16 units	Academic Advisor
ACTCM at CIIS	24 units	24 units	24 units	Academic Advisor
Professional Psychology and Health	13 units	13 units	10 units	Academic Advisor
Consciousness and Transformation	13 units	13 units	10 units	Academic Advisor or Dept/Program Chair

* International students must also obtain written approval from the International Student Advisor.

These are school maximums; programs may have lower ones; consult your program handbook; non-compliance may result in administratively withdrawal from the semester.

Registering After the Late Registration Deadline

Registering after the Late Registration Deadline generates the Late Registration Fee charge. It's not charged if you've registered for any courses before the deadline; if you're only auditing; or if it's your first semester in the program. See the academic calendar for the deadline. See the Catalog for the fee rate.

Registering After the Add Deadline

All registration transactions must be conducted by the Add Deadline (including for courses that begin after the deadline). If serious extenuating circumstances occur, you may write an appeal to this policy to your department/program chair explaining why an exception is warranted, the circumstances which caused the deadline to be missed, and the steps you'll take to avoid missing it in the future. Include, if appropriate, supporting documentation such as a letter from a physician. If the chair approves, submit to the Registrar's Office a hard-copy registration form signed by the instructor and the chair and attach the appeal. The Business Office must confirm receipt of the course's tuition before the registration will be processed. Online payment won't be possible; instead contact businessoffice@ciis.edu or 415-575-6132 and request a credit card payment authorization form.

Waitlists

If you are waitlisted, you will remain on the waitlist until either:

- You drop yourself from it, which you can do online or by submitting a registration form; OR
- The waitlist is purged, which occurs right after the Add/Drop Deadline: OR
- A seat opens up and you are added.

Check your schedule online regularly to see if you have been moved from the waitlist into the class. Once added, you are responsible for the course's tuition and academic requirements. Ignorance of being added is not accepted as a reason for waiving them. If you have not been added by the class' start date, you may attend its first meeting if you have the instructor's permission. Bring a registration form and if you receive permission to be added, have the instructor sign it, and bring it to the Registrar's Office before the Add/Drop Deadline.

Even if you don't attend the first class meeting, it's possible you may still be added to the course. Continue to check your schedule online up through the Add/Drop Deadline.

Payment

Tuition and fees are charged within 24 hours after registration and are due then. A Late Payment Fee is charged to students who have a balance the day after the Add/Drop Deadline (financial aid recipients are exempt). CIIS accepts cash; check or money orders made out to CIIS; or VISA and Master Card, which can be paid online by logging into <https://my.ciis.edu> and going to the eBiz tab. (It is not possible to pay online for courses registered for after the Add/Drop deadline - see the policy above.) Financial aid recipients should only pay the amount their aid will not cover. CIIS offers a Deferred Payment Plan which divides the balance into three equal installments (two in summer). A fee is charged for this service. See the academic calendar for installment payment deadlines. The Late Payment Fee is charged for each installment not paid on time.

Drop, Withdrawal, and Administrative Withdrawal

- **Drop = Withdrawing from a class before the Add/Drop Deadline.**

A drop transaction must be conducted online through MyCIIS or by submitting a *Registration Form* to the Registrar's Office. Notification of a drop, written or otherwise, to the instructor, program staff, or any other CIIS office is insufficient. A drop will result in a 100% reversal of the class' tuition charge. The deadline to drop is the Add/Drop Deadline, even for courses which begin after the Add/Drop Deadline.

- **Withdrawal = Withdrawing from a class after the Add/Drop Deadline**

To withdraw, submit a *Registration Form* to the Registrar's Office, signed by the instructor. The official date of withdrawal is the date this form is received by the Registrar's Office. The Registrar's Office does not accept withdrawal requests after the last day of the class. A "W" grade is assigned, and is *not* considered to be an unsatisfactory grade for CIIS' academic probation purposes. It may have implications for financial aid.

- **Administrative Withdrawal**

CIIS reserves the right to administratively withdraw a student from a course who fails to do any of the following:

- Meet their financial obligations with the Institute
- Attend the course
- Meet their course prerequisites
- Adhere to academic or administrative policies

An "AW" [Administrative Withdrawal] grade is assigned. An AW grade does not impact the grade point average, but is considered to be an unsatisfactory grade for academic probation purposes. See the probation policies in the CIIS Catalog.