



California Institute of Integral Studies

REGISTRATION FORM

Use this form to register for, audit, add, drop, or withdraw from courses. A registration fee is charged each semester and it is *not* discharged if all courses are dropped. Submit this form 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	
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<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 exceeding semester unit limit (see "Enrollment Maximums" on reverse)

ADVISOR'S SIGNATURE: _____ DATE: _____
REQUIRED IF: Exceeding semester unit limit (*School of Consciousness and Transformation students only*)

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: _____

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	18 units	18 units	18 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. This fee is not charged if you've registered for any other 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

Conduct all registrations 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 to this deadline is warranted, the circumstances which caused it 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 Office of Student Accounts must confirm receipt of the course's tuition before the registration is processed. Online payment after the Add Deadline isn't possible; instead contact studentaccounts@ciis.edu 415-575-6132 and request a credit card payment authorization form.

Waitlists

You will remain on a waitlist until either: 1) you drop yourself from it, which you can do online or by submitting a registration form; OR 2) the waitlist is purged, which occurs right after the Add Deadline; OR 3) a seat opens up and you are added to the course. Check your schedule online regularly to see if you have been moved into the class because, once added, you are responsible for the course's tuition and academic requirements and 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 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 Deadline.

Payment

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://ciis-ss.colleague.eluciancloud.com/Student/> and going to the Student Finance tile. (It is not possible to pay online for courses registered for after the Add Deadline – see the policy above.) Financial aid recipients should pay only the amount their aid will not cover. See the [academic calendar](#) for the Tuition Payment and the Late Payment Deadlines. CIIS offers a Deferred Payment Plan that divides the balance into equal installments. A fee is charged for this service and another fee is charged for late installment payments.

Drop, Withdrawal, and Administrative Withdrawal

- **Drop = Withdrawing from a class before the Add/Drop Deadline.**
Drop courses online through Self-Service 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. See the [academic calendar](#) for the Drop Deadline, which is applicable for all courses, even those that begin after it.
- **Withdrawal = Withdrawing from a class after the Add/Drop Deadline**
To withdraw from a course, 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.