Student Instructions for GRAD 700 Enrollment through Extended Education

**GRAD 700, or GS-700 as it is sometimes called, is a permission-only course.**

1. Before you start filling out this form, please call the Graduate Studies Office at 657-278-2618 to ask if you have already been given permission to enroll in GRAD 700. **Students who already have permission to enroll, DO NOT need this form.**

2. **Read page 2 of the GRAD 700 Permission to Enroll Form** which explains the continuous enrollment policy and qualifications for enrollment in GRAD 700 through Extended Education.

3. **Complete** the top portion of the Permission-to-Enroll form.

4. **Contact your department’s Graduate Program Adviser** who will review your record, check the appropriate boxes, and sign the center box to verify eligibility. **If all boxes are not checked off, you are not eligible for this enrollment through Extended Education** and will have to enroll through regular registration and pay full fees. **(EXCEPTIONS: Box 2 only applies if you need to change your graduation date. Box 6 only applies if you have outdated coursework on your Study Plan.) STUDENTS SHOULD NOT CHECK THE FORM BOXES, ONLY ADVISERS.**

5. **If you are an international student with F-1 or J-1 visa status,** check the appropriate box on the enrollment form and also take the form to the International Programs & Global Engagement Office in UH-244 for the International Programs Adviser’s signature.

6. **Return the completed and signed GRAD 700 Permission-to-Enroll Form** to the Graduate Studies Office, McCarthy Hall, Room 112, to receive the Extended Education registration card.

7. **Submit the completed registration card to University Extended Education (UEE) at CP-100** (located in the back of the College Park building). Payment can be made by check or money order, or you can call University Extended Education for other payment options. **Your payment must be accompanied with your registration card when submitting to Extended Education.**

   a. **In person:** deliver your registration card to University Extended Education at CP-100 (located in the back of the College Park building, Suite 100).
   b. **Email:** Scan the completed form and send to ueeinfo@fullerton.edu
   c. **Fax:** 657-278-2088
   d. **To mail registration form, send to:** University Extended Education, Cal State Fullerton, P.O. Box 6870, Fullerton, CA 92834-6870.
   e. **To ask about other payment options:** call University Extended Education at (657) 278-2611.

---

**RETURN TO THE GRADUATE STUDIES OFFICE**  
**MCCARTHY HALL, ROOM 112, BY SUBMITTAL DEADLINE**  
**Thursday, February 16, 2017 (With $25 Late Fee)**

Rev. 2.7.17