SEMESTER AT CI COURSE REQUEST FORM

Please print clearly and email the finished form to international@csuci.edu.

Name _____
Last (Family)   First   Middle

Country of Citizenship: _____   University Name: _____

Your Major: _____

How to view the current class schedule:
1. Go to http://www.csuci.edu/academics/scheduleandcatalog.htm
2. Select the correct semester to view the course schedule
3. Click Course Offerings and log in as a Guest
4. Click Self Service

Courses numbered in the 100 and 200 series are designated lower division. Upper division courses are at the junior and senior level and have 300 and 400 series number. 500 numbers are graduate level and not available.

Prerequisites: Some courses have course prerequisites (see course descriptions in the online university catalog at www.csuci.edu), which, if not met, will result in your being unable to register. Click "University Catalog" and select "Course Descriptions." For example, if you are interested in taking Accounting 220 (Managerial Accounting), you can enter ACCT 220. You will find out that ACCT 220 has a prerequisite of ACCT 210. This means that you must complete ACCT 210 first in order to register for ACCT 220. Please make sure to check for prerequisite for courses you are interested in registering.

	Course #	Section	Schedule	Prerequisite checked?
Ex.	COMM 200 Intro to Communication	1799	MoWe 6:00 – 7:15pm	
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				

Semester at CI Program Registration information

Class registration is on a space available basis. If a class is full and has students on the waiting list, move on to another class from your list. **Please note that we are not able to register you in courses prior to the start of the semester, so this course request form will NOT guarantee your enrollment in a particular course.**

How to Register:

First, attend the mandatory international student orientation.

Class registration is on a space available basis. Please seek approval from your home university for at least 7 to 9 courses on the request form. You will need to visit each class and ask for the professor's approval to add the course. If a class is full and/or has many students on the waiting list, you might not be granted permission to add. You will then need to move on to another course on your list until you have a minimum of 12 credit units.

If a professor grants you permission to add a course, ask them for a permission number. You will use this permission number to register into the course through your MyCI portal.

Normally, one course consists of 3 units. That means you must have at least 4 courses (4 courses X 3 units = 12 units) in order to maintain your F-1 visa requirement for a semester.

It is important to be flexible with class selections and class times, as classes may get cancelled or moved to a different time before or at the start of the semester without notice. Please make sure to check if the class is offered by checking the schedule of classes on the website.

Please note that the flat rate tuition price is for 12 units only. You will need to pay additional tuition charges for any units over 12 that you register for.

I have read the information above and understand that not all requested courses will be available and I will need to visit each class to obtain professor's permission. Furthermore, I understand the minimum 12 units requirement per semester in order to maintain my foreign student visa status. I will also attend the mandatory international student orientation upon arrival and purchase the required health insurance upon arrival.

_____ _____ _____
Signature   Date   E-mail address

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