Instructions & Guidelines:

Use ONE FORM per course
Please provide all information requested.
Failure to do so may result in delayed registration.

Six Easy Steps to Enroll

1. View available Cal Poly Classes. *Note: The schedule of classes is only available online at pass.calpoly.edu*
   
   ✔ View courses online at PASS by using the “Guest” pass. Course descriptions and prerequisites, if any, are also shown.

2. Complete the Course Enrollment form.
   
   ✔ Download the Course Enrollment form. Please see the deadlines page.
   
   You may also pick up the Course Enrollment form from Cal Poly Extended Education,
   ✔ Jespersen Hall (Building 116), Room 115. Hours: 8:00 am - 5:00 pm, Monday through Friday.

3. Get the signatures of the instructor.
   
   ✔ Your approval is based on space availability.
   
   *Note:* Matriculated Cal Poly students have priority.

4. Return the completed Course Enrollment form to Cal Poly Extended Education.
   
   ✔ Go to Jespersen Hall (Building 116), Room 115
   ✔ Or fax your forms to (805) 756-5933
   ✔ Or email your forms with signatures to visit@calpoly.edu
   ✔ Check deadlines to see when registration closes.
   
   Cal Poly Extended Education will enroll you in your courses once the signed Course Enrollment form is approved.

5. Activate your Cal Poly email address and Cal Poly web portal the day after your registration is processed. Call the Cal Poly Service Desk at 756-7000.

6. Pay your fees as directed on your student portal. For information on how to make a payment, see FAQs.

Questions?

VISIT • www.visit.calpoly.edu
CALL • (805) 756-2053
EMAIL • visit@calpoly.edu
What is the My Cal Poly Web Portal?
My Cal Poly is a web portal that features information and services in a format that you can personalize.
- Personal Information such as your EMPL ID
- Payment processing
- Course Information
- PolyLearn access
- Email
- Campus Announcements Events
- College, Department, and Club Information
- Real-Time News
- Single Click Access to many widely used campus applications and computing services

Can I use My Cal Poly Portal if I am enrolled in courses through Community Access?
Yes. Students enrolled in courses through Community Access can use My Cal Poly Portal. Your portal can be accessed the day after registration is processed by Extended Education. Every effort is made to ensure complete registrations are processed the day they are received.

What is the My Cal Poly Portal URL?
The URL is http://my.calpoly.edu

How do I start using the My Cal Poly Portal?
Before you can use your portal, your password must be initialized by the Cal Poly Service Desk by calling 756-7000.

How do I pay for my classes?
You must activate and log into your Cal Poly Portal within two days of turning in your forms.

**MAKING A PAYMENT**

**Online Payment (preferred method)**
Payment can be made online through the "Money Matters" tab of the student portal, by clicking the "Make A Payment Now" button, then the “Click here to make an online payment” link. You must select the EXTENDED EDUCATION option at the bottom of the online payment page to ensure that your payment is applied to your Extended Education balance.

Online payment can be made by eCheck or credit card. There is no convenience fee for payments made by eCheck. A 2.9% non-refundable convenience fee will be charged for credit card payments. Please note that Visa is not accepted. Online Credit Card or eCheck payments made after 4:15pm, or on non-business days, will post to the student's account on the next business day. The online payment system may be accessed outside of the student portal at: http://afd.calpoly.edu/Student_Accounts/online_payments.asp

**In Person Payment**
Cash or check payments can be made at the University Cashier's office. When paying by cash or check, be sure to provide the item code 'CE'. This will ensure that your payment is applied to your Extended Education balance. The Cashier's Office is in Building 1, Room 131E. Office hours are 8:00 a.m. to 4:30 p.m. Monday through Friday.

Please do not send in your payment by mail because it may not arrive by the due date

What happens if you do not pay your fees?
If you have not paid your fees by the due date(s), you may be subject to cancellation from your course(s). In addition, a registration hold will be placed on your account that will prevent you from adding or swapping classes until the balance is paid.

Still have questions?
Visit www.visit.calpoly.edu or send us an email at visit@calpoly.edu or call us at (805) 756-2053
Please copy this page for additional courses or download from the website: visit.calpoly.edu. Return completed form with all required signatures to Extended Education, Jespersen Hall (116), Room 115.

**Personal Information**

Last Name  
First Name  
Middle Name

Date of Birth:  
EMPL ID:  
Month  
Day  
Year

Mailing Address  
City  
State  
Zip Code

Daytime Phone  
Email

Other name that may appear on your records:  
Last Name  
First Name  
Middle Name

**Verify Status**

Have you been dismissed, or are you subject to disqualification from Cal Poly?  
Yes  
No  
ExtEd verify

If "yes", please provide documentation from your college allowing enrollment through Community Access.

Do you have a registration hold?  
Yes  
No  
ExtEd verify

If "yes", you must clear the hold before your registration can be processed.

Are you currently enrolled in Cal Poly classes?  
Yes  
No  
ExtEd verify

Have you previously enrolled in courses at Cal Poly?  
Yes  
No

Do you have a bachelor's degree?  
Yes  
No

Have you met the prerequisites for this course?  
Yes  
No

I verify that I have read the Cal Poly Community Access Enrollment Regulations and that the information provided on this form is correct to the best of my knowledge.

Applicant's Signature  
Date

**Course Information**

Summer _________ (Year)

(For your section, if not provided on your Cal Poly class schedule, visit the website)

Prefix  
Number  
Section

☐ Lecture  
☐ Lab  
☐ Activity  
# of Units

☐ Seminar  
☐ Independent Study

*Required additional section for primary course (i.e. lab, activity, seminar), if applicable

Prefix  
Number  
Section

☐ Lecture  
☐ Lab  
☐ Activity  
# of Units

☐ Seminar  
☐ Independent Study

**Course Instructor Approval**

This student must obtain your approval to enroll and pay appropriate Cal Poly Extended Education fees before being officially registered. Do not add this student's name to your regular class list. A separate class list and grade roster for Community Access students will show in your portal. If you have any questions, please call 805-756-2053.

Instructor:  

Print Name

Instructor's Signature  
Date

Lab/Activity Instructor (if applicable):

Print Name

Lab/Activity Instructor's Signature  
Date

**Payment Information**

Full payment is due upon billing in your Cal Poly Portal in the Money Matters tab.

Refer to FAQs for more information.
General Regulations

1. Community Access enrollment is possible if space is available after the end of the official add period. (Matriculated students have first priority on class spaces.)

2. Instructor must sign your Course Enrollment form indicating enrollment approval.

3. You must meet the course(s) prerequisites and you are expected to complete all course obligations.

4. You may not be enrolled as both a matriculated Cal Poly student and Community Access student during the same term.

5. You must clear all Cal Poly registration HOLDS before you will be enrolled in your courses.

6. If you have been dismissed or are subject to disqualification from Cal Poly, you must provide documentation from your college allowing enrollment through Community Access.

7. Grades will be assigned according to standards set forth in the University Catalog. Grade Option forms are available if you want to audit a course or take a course on a Credit/No Credit basis. The instructor’s signature is required for the course audit option. The form must be completed, signed and received by Cal Poly Extended Education prior to the last day of the third week of the quarter.

8. Questions regarding grades, credit records or transcripts should be directed to the Office of the Registrar, Administration Building, (1), Room 222, (805) 756-2531.

9. Enrollment in Community Access counts towards continuous enrollment for Cal Poly matriculated students. (See Item 12 for restrictions.)

10. Courses repeated through Community Access are subject to the Cal Poly repeat rules and guidelines. The new grade will be recorded along with the prior grade.

11. All Community Access fees must be paid in full. Your bill will be viewable through your Cal Poly Portal.

12. A maximum of 36 quarter units (24 semester units) of Community Access credit and other extension credit may be applied towards a Cal Poly bachelor’s degree. No more than 12-quarter units of approved Community Access credit may be counted if taken prior to submission of a formal study plan for a graduate degree. Check with the appropriate department in order to determine the number of units acceptable. If credit is to be transferred to another university, verify that the courses and course units will be accepted by that institution.

13. You may obtain a Cal Poly ID (PolyCard) after your registration is processed. There is a $5.00 fee.

14. You may obtain access to the Recreation Center for an additional fee after your registration is processed. A Cal Poly ID card is required and you must be at least 16 years old.

Registration and Enrollment Fee Schedule

Community Access fees are determined by the course’s level (undergraduate vs. graduate) and the number of units. The fee schedule is published each quarter in the Community Access guide and is also posted at www.visit.calpoly.edu.

You can verify the units for a course online at: http://pass.calpoly.edu

If a check is returned for insufficient funds, an automatic HOLD will be placed on your record by the Cal Poly Student Accounts office. Some Cal Poly courses have a miscellaneous fee for services, material, or facilities.

Miscellaneous course fees are listed in the course schedule and will be included in your bill.

Courses held at the Recreation Center require a Cal Poly photo ID card and membership in order to use the center. Pay these fees at the Recreation Center.

Withdrawal Policies

All withdrawals must be processed by Cal Poly Extended Education using the Cal Poly Extended Education Petition to Withdraw From a Course Form (available online and at the Extended Education office).

Academic Record

If you complete the withdrawal process before the deadline, no enrollment entry will be made on your academic record.

If you withdraw from a course after the deadline date, a “W” (withdrawal) notation will be recorded as the final grade.

Failure to complete the withdrawal process can result in a “WU” (withdrawal unauthorized) which is equivalent to a failing grade.

Watch deadlines carefully.

Refund Policies

If the approved withdrawal petition is received by the Cal Poly Extended Education office by withdrawal deadline, a refund will be processed. If fees were paid by credit card, the 2.9% convenience fee is not refunded. The deadline is on the deadlines page.

PLEASE NOTE: Once a refund of registration fees or other fees is credited to the student’s account, it is treated in the following manner:

1. The credit shall be first applied toward any required return of student financial aid funds that have been received by the student or on his/her behalf from federal, state, institutional or external sources that were conditioned on the student’s enrollment.

2. Any remaining credit available after item (1) above will be applied to other charges owed to the University.

3. The student concurs that the balance of any credit after the application of (1) and (2) above shall remain as a credit on the student’s account. The student may request a refund of the credit by applying at the Student Accounts Office, Administration 211, or downloading, completing and submitting the STUDENT INFORMATION section of the Refund Request Form. A processing fee of $5.00 may be deducted from the refund amount.

Watch deadlines carefully.