

**Enrollment Instructions – LCA 576 Media Internship (For Summer 2018)**

**STEP 1: Permission Number Required To Register**

- Email **Haley Seppa** [hseppa@calstate.edu](mailto:hseppa@calstate.edu) to obtain one.

**STEP 2: Review Course Information: COURSE #2282**

- LCA 576 01Z (EII/Media Internship); 3 academic units
- Spring 2018 (Course Dates: June 4, 2018 – August 10, 2018)
- \$200 Course Fee: payable at time of registration.

Class Schedule: <https://webapps.sfsu.edu/public/classservices/classsearch/detail/2185/CEL/2282>

**STEP 3: Online Registration Period**

Starts April 24, 2018: Enroll online with your permission number and the course number. If you are unable to add online, please follow the instructions for phone registration below.

- QUICK ADMIT (establish SF State ID): <https://cel.sfsu.edu/register/quickadmit>
- REGISTER: <https://cel.sfsu.edu/register/register-pay>
- PAY: <https://cel.sfsu.edu/register/howtopay>

**STEP 4: Phone Registration Period\***

Phone registration only: call CEL Enrollment Services at 415-405-7700, option 5 (9am-5pm Monday – Friday) with your permission number, course number (10652) and payment method to enroll and pay.

**\*ATTENTION:** Payment cannot be made during the phone call to enroll with a registration assistant. Students must login to their student records and make payment themselves immediately after calling to be enrolled. Be sure you know where and how to login and that your student id and password work before calling to enroll.

**STEP 5: Confirm Enrollment**

- Email **Haley Seppa**, Creative Operations Manager once you have enrolled and paid the course fee. You will receive course requirement and deadline information thereafter.
- 

**PLEASE BE AWARE OF ALL CEL POLICIES:**

- Summer 2018 Calendar and Deadlines: <https://cel.sfsu.edu/register/calendar>
- CEL Forms (If needed): <https://cel.sfsu.edu/register/forms>

**DROPS AND REFUNDS:** <https://cel.sfsu.edu/register/drops-refunds>

- Students are not automatically dropped for non-participation/attendance.
- **FULL REFUND/Charge Removal: If drop occurs on or before February 9, 2018**
- **75% REFUND/Charge Removal: If drop occurs between February 10-16, 2018**
- **NO REFUND/Charge Removal: If drop occurs between February 17, 2018 and after**

After the full refund/charge removal period has passed, be sure you want the class before enrolling because you will owe fees and incur an obligation to SF State even if you no longer want the class and need to drop, withdraw, or are dropped for not paying.

**GRADES AND TRANSCRIPTS (available through your student account in Gateway)**

- August 20, 2018: Grades available
- TBD 2018: Transcripts available