

## Enrollment Instructions – LCA 576 Media Internship - Summer 2019

SF State University - College of Extended Learning (CEL)  
CEL Enrollment Services at 415-405-7700 x5 <https://cel.sfsu.edu/>

### STEP 1: Permission Number Required To Register **ON or AFTER June 10th, 2019**

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

### STEP 2: Review Course Information: **COURSE #2137**

- LCA 576 01Z (EII/Media Internship); 3 academic units
- Spring 2018 (Course Dates: June 10, 2019 – August 16, 2019)
- \$200 Course Fee: **payable at time of registration** - pay asap to avoid being dropped from the course.

Class Schedule: <https://cel.sfsu.edu/degree-credit/courses/lca-576-summer19-section-01z>

### STEP 3: Online Registration Period

Starts April 23, 2019: Enroll online with 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

- Once you have paid your fees. Visit [www.CSUentertainment.com/LCA576](http://www.CSUentertainment.com/LCA576) for full course instructions.
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### PLEASE BE AWARE OF ALL CEL POLICIES:

- Summer 2019 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.

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)

- TBD 2019: Grades available
- TBD 2019: Transcripts available

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