#### Macintosh HD:Users:alexis.nordquist360:Desktop:easy access docs:Logos:ext. ed & IP.png

**Course Request Form**

**Please** TYPE **and complete for and e-mail to** [**scott.trevino@csuci.edu**](mailto:scott.trevino@csuci.edu)

|  |  |
| --- | --- |
| Applicant’s Legal Name: |  |

(as it appears in your passport) Family/Surname (Last) Name Given (First) Name Middle Name

|  |  |
| --- | --- |
| Applicant’s Home University: |  |

|  |  |
| --- | --- |
| Field(s) of Study at Home Institution: |  |

|  |  |
| --- | --- |
| Principle Field(s) of Study during Exchange: |  |

#### CURRENTLY ENROLLED DEGREE PROGRAM AND COURSES (SUBJECTS)

|  |  |  |
| --- | --- | --- |
| A. When do you plan to complete the degree that you are currently enrolled in? |  |  |

Month / Year

B. In the table below, list all the courses (subjects/modules) that you are currently enrolled in and/or plan to enroll in PRIOR to your exchange at the California State University; Channel Islands.

|  |  |
| --- | --- |
| COURSE TITLE (if in another language, please translate in English) | SUBJECT AREA |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

#### PRELIMINARY COURSE (SUBJECT) SELECTION

* To comply with visa regulations, exchange students are expected to take the majority of courses within their chosen field of study.
* Since CI cannot guarantee the availability of classes, you must be flexible in your course selection and in the scheduling of your courses.
* **Students should only list subjects in which prerequisites have been met. Permission to register for a particular class is based on your academic preparation as demonstrated by official university transcripts. If you do not provide proof of having met the pre-requisite requirements then you will not be able to register for the course.**
* Class registration is on a space available basis. If a 1st choice class is not available, then we will choose a different selection from your list course request list.
* 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.
* Online courses are not an option for exchange students. Extended University classes are not available, indicated as “EU” on the class schedule.
* After the semester begins, if you choose to make changes to your final course schedule within two weeks of the beginning of the semester, you will need to visit each course that you wish to take and ask the professor for approval to take the course; or if you have not been enrolled in the required number of minimum units.

**COURSE REQUEST LIST**

In the table below, enter the “Course Code”, “Course Title”, “Section Number”, “Schedule”, and “Pre-requisite,” for each of the courses that you wish to take. List eight to nine courses (subjects) that you would like to take (in order of priority).

An example is shown below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course Code (Dept/Course #) | Course Title | Section Number | Schedule\* | Pre-requisite\*\* |
| *BUS 320 / #2654* | Business Operations | *01* | *W 9:00-11:50am* | *Math 140 or Math 150* |

A master list of all courses with course codes, course titles and course descriptions can be found online in the catalog, although note that not all courses are taught each semester. For course information, visit: <http://www.csuci.edu/academics/catalog-and-schedule/> Course syllabi are generally unavailable so please refrain from contacting us for this information. The business class syllabi are available at <https://business.csuci.edu/course-syllabi/>

**Course Coding**

100-200 Lower Division Undergraduate

300-400 Upper Division Undergraduate

500 Graduate Level- unavailable for exchange students

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course Code (Dept/Course #) | Course Title | Section Number | Schedule\* | Pre-requisite\*\* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

\*\*It is your responsibility to make sure that the courses you choose do not have time conflicts with one another.

\*\* Students should only list subjects in which prerequisites have been met. Permission to register for a particular class is based on your academic preparation as demonstrated by official university transcripts. If you do not provide proof of having met the pre-requisite requirements then you will not be able to register for the course. Also, further information (course descriptions) may be requested of you in order to decide if your home university course(s) meet the CI pre-requisite requirement(s).

I have read the information above and understand that not all requested courses will be available and I will need to be flexible. Furthermore, I understand that I will enroll in 12 units 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 JCB health insurance by the university at least one month prior to arrival. I understand that the University will withdraw my acceptance if I don’t follow the above conditions.

|  |  |
| --- | --- |
| Printed Name: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Student Signature: |  | Date: |  |

Month / Day / Year

|  |  |  |
| --- | --- | --- |
| Email Addresses: |  |  |

Preferred Email Address Alternate Email Address