

# Sonoma State University School of Extended and International Education

## Internship Registration Form for BA Programs

Semester/Year \_\_\_\_\_

Name (Last, First)

- ❗ **IMPORTANT!!!** Because Internships require multiple signatures for approval, students cannot register online for them. You must use this form. ❗
- **You must attach your Internship Agreement Form, signed by you and your supervisor, in order for your registration to be processed.** Please note that Instructor and Dean's signatures may take up to a week to secure so you may not see this course in your MySSU portal right away.
  - **Deadlines:**
    - **Financial aid students:** May 1 for Fall; December 1 for Spring if you want these units included in your award calculation. After these deadlines, you may need to pay up front and be reimbursed.
    - **Final deadline:** The Monday of the third week of the semester.
  - Payment or proof of financial aid is due at time of registration.
  - If you need accommodations, the Disability Services for Students office is in Salazar 1049, phone 707-664-2677; TDD 707-664-2958

PLEASE FILL OUT ALL INFORMATION AND PRINT CLEARLY: WE CANNOT REGISTER YOU WITHOUT COMPLETE, LEGIBLE INFORMATION.

SSU Student ID Number \_\_\_\_\_

Name (last, first) \_\_\_\_\_

Other name(s) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Preferred Phone \_\_\_\_\_

SSU e-mail \_\_\_\_\_

Note: Current SSU degree-seeking students *must* list their SSU e-mail. We cannot use private e-mails for University business.

**Please note:** Up to 6 units of Internship may count as electives towards a Bachelor's degree.

**Grade mode:** Internships are graded in the Napa-Solano Liberal Studies Degree Program.

Dept & Course	Class # (0000)	Title	GradeMode (see above)	Units	Fee
SSCI 499		Internship	Graded		\$
SSCI 499		Internship	Graded		\$

**I have read and agree to abide by** the refund and other deadlines and policies covering these courses, available at [www.sonoma.edu/exed/geninfo](http://www.sonoma.edu/exed/geninfo). If my payment by check is not honored by the bank, or my credit card is declined, I understand that I am still responsible for all course fees, and that if payment is not received by SEIE within three business days of notification of a balance due, I may be disenrolled.

☐ I have applied for financial aid and have filled out my Authorization to Apply Financial Aid form online through the MySSU portal. I understand that if I do not have an award in place by date of registration, I must pay my fees and be reimbursed when my award is disbursed. I also understand that if my award is not sufficient to cover my fees, I am responsible for paying the balance.

☐ I have attached my Internship Agreement Form, signed by me and my supervisor.

Signature \_\_\_\_\_ Date \_\_\_\_\_

- **If paying via check or money order, check the appropriate box below and mail to SEIE Office, Attn: Susie McFeeters, Extended Education Registration, 1801 E Cotati Ave, Rohnert Park, CA 94928-3609. Make check or money order payable to Sonoma State University.**
- **If paying via credit card,** you may mail to address above or **FAX** to 707-664-2613 after completing bank card information below.
- **If paying via financial aid,** check the box above the signature line and make sure you have filled out your Authorization to Apply Financial Aid form through your MySSU portal. *If you do not have an award in place you will be expected to pay up front.*

..... Sensitive information below this line will be shredded after registration is accomplished. ....

Method of Payment ☐ Check ☐ Money Order ☐ Credit Card (Circle one: VISA / MasterCard / Discover / American Express)

Cardholder's name \_\_\_\_\_ For the amount of \$ \_\_\_\_\_

Card number \_\_\_\_\_ Expiration date (mm/yy) \_\_\_\_\_