

## **CTA Professional Development Course Registration Request**

You can complete your registration request by mailing the completed form to Regional & Continuing Education (address below); completing the request online at rce.csuchico.edu/cta; or by calling our office at 530-898-6105. The registration deadline, or postmark deadline for mailed registrations, is Aug 9, 2019. A \$10 late fee will apply for requests received after this date along with the appropriate approvals required to enroll.

Student Information: Name: Last		First		_M.I
Have you previously applied to or taken a course at CSU, Chico? 🗆 No 🗆 Yes 🛛 If yes, and different than shown above, name on student record:				
Date of Birth: / / / / YY	Chico State ID Number		Gender: 🗆 M 🗆 F	
Address:				
Number Street	Room / Apt.	City	State Zip	
Phone: () Ema	il:			
Full week participation Required				
Title: 2019 Summer Inst. Conference	Instructor: Susan Green	Term: Summer 2019 (2196)	Date: July 28-Aug 1, 2019	
Course: EDUC 855M-201	Class ID#: 1221	Unit(s): 3 unit(s)	Cost: \$180.00	

Courses numbered 800-899 maybe valid for professional credit at the discretion of your local school district. 800-level courses do not meet degree requirements unless approved by the appropriate CSU, Chico department.

Payment Options:

• Check Payment: Make payable to CSU, Chico

Send to: CSU, Chico Regional & Continuing Education 400 W. First Street Chico, CA 95929-0250

• Credit Card Payments: Register online at rce.csuchico.edu/cta, call our office at 530-898-6105, or send in this completed form and Regional & Continuing Education will follow up by calling you for your Visa or Master Card payment.

## Directions to submit your registration online

- Step 1. Go here to this Webpage: <u>http://rce.csuchico.edu/cta</u>
- Step 2. View the list of Conferences from the box in the center of the page
- Step 3. Look for the unit link in the "Register Online by selecting the link below" box
- Step 4. Click the "Register Now" button in the rust colored box (bottom of the page)
- Step 5. Click the "Checkout" button
- Step 6. Complete the required fields
- Step 7. Click the "Review Order" button at the bottom of the page
- Step 8. Click the "Proceed" button and complete your payment information
- Step 9. Click the "Continue Checkout" button, review and submit