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 November 23, 2018. A $10 late fee will apply for requests received after this date.

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: ______ / ______ / ______ MM DD YY Chico State ID Number

Address: ________________________________________________________________

Number Street Room / Apt. City State Zip

Phone: (__________) ____________ Email: ______________________________________

Title: 2018 High Desert Leadership Conf. Instructor: Susan Green Term: Fall (2188) Date: November 16-18, 2018

Check the registration type indicating the number of unit(s) that you’ll be purchasing for your participation at the conference.

☐ Course: EDUC 890L-201 Class ID#: 6057 Unit(s): 1 unit Cost: $60.00 (Main Conference participation required)

☐ Course: EDUC 890L-202 Class ID#: 6058 Unit(s): 2 units Cost: $120.00 (Preconference & Main Conference participation required)

Courses numbered 800-899 may be valid for professional credit at the discretion of your local school district. 800-level courses do not meet degree or credential requirements and are not calculated in the Grade Point Average.

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: [http://rce.csuchico.edu/cta](http://rce.csuchico.edu/cta)

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