

Enrollment Instructions – LCA 576 Media Internship - SUMMER 2024

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

STEP 1: Permission Number & Late Add Form Required To Register **ON or AFTER June 6, 2024**

- Email **Haley Seppa** hseppa@calstate.edu to obtain these.

STEP 2: Review Course Information: **COURSE #2375**

- LCA 576 01Z (EII/Media Internship); 3 academic units
- **Summer 2024** (Course Dates: June 3 - August 9, 2024)
- \$200 Course Fee: **payable at time of registration**- pay ASAP to avoid being dropped from the course.
- Class Info/Registration: <https://cpage.sfsu.edu/courses/classes#2375-link>

STEP 3: Online Registration Period

Starts April 2024: Enroll online with the course number.

If you are unable to add online, please visit the following link or utilize the phone instructions below: <https://cpage.sfsu.edu/register/help>

STEP 4: Phone Registration Period*

Phone registration only: call CEL Enrollment Services at 415-405-7700, option 5 (9am - 5pm PST Monday – Friday) with your permission number, course number (10611) and payment method to enroll and pay.

STEP 5: Confirm Enrollment

- Once you have paid your fees, visit www.CSUentertainment.com/LCA576 for full course instructions.

PLEASE BE AWARE OF ALL CPaGE POLICIES:

- Summer 2024 Calendar and Deadlines: <https://cpage.sfsu.edu/register/calendar>
- [CPaGE Policies & Procedures \(How to Register, How to Pay, etc.\)](#)

DROPS AND REFUNDS: <https://cpage.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 2024: Grades available
- TBD 2024: Transcripts available