Enrollment Instructions – LCA 576 Media Internship - FALL 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 Aug 21, 2024**
- Email **Haley Seppa hseppa@calstate.edu** to obtain these.

STEP 2: Review Course Information: **COURSE #9797**
- LCA 576 01Z (EII/Media Internship)**;** 3 academic units
- **Summer 2024** (Course Dates: August 21 - December 13, 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#9797-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:

- Fall 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

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