**Registration Information**

**Who May Register**

Extension classes are open to the public. You do not need a college degree to be registered in an Extended Education program at the University. Please note, however, that registration in the College of Extended & International Education does not constitute admission to California State University, Dominguez Hills.

**Four Ways to Register**

- **Register By Mail:** Complete the Registration Form at the end of this catalog and mail it to:
  
  CSU Dominguez Hills
  Registration Office, EE 1100
  1000 East Victoria Street
  Carson, CA 90747
  
  Include your check, money order or credit card information; do not send cash.

- **By Phone:** You may register by phone with your VISA/ MasterCard/ Discover Card by calling (310) 243-3741, Monday through Thursday 8am - 8pm, Friday 8am - 5pm and 8am-1:30pm on Saturdays.

- **In Person:** You can register in person at the College of Extended & International Education Registration Office located on the CSU Dominguez Hills campus, EE 1100. The Office accepts checks, money orders, Visa, Mastercard and Discover Card (no cash). Hours are 8am-8pm Monday-Thursday, 8am-5pm Friday and 8am-1:30pm Saturdays.

- **MyCSUDH:** College of Extended & International Education students who have previously taken a class at Dominguez Hills can register via MyCSUDH: [http://my.csudh.edu](http://my.csudh.edu)
  
  Or go to [http://www.csudh.edu](http://www.csudh.edu) from the QUICKLINKS pull-down menu, select MyCSUDH to register.

For credit courses, click on Student Center, and then on link “Add a Class”. Students enrolling in non-credit and CEU courses click on Non-Credit Enrollment first and then enroll. To complete the online registration process, students must pay in full at the time of registration. Fees MUST be paid at the time of registration. After adding a course, be sure to click on “Account Inquiry” from the pull-down menu, then click on “Make a Payment” from the pull-down menu, select appropriate term, and pay with VISA, MasterCard, or Discover Card. Acceptable forms of payment are Visa Card, MasterCard, or Discover Card. Students will be enrolled from classes by 8am next business day if payment is not received at the time of registration.

**Early Registration**

Reasons to Enroll Early in Extension Courses

- It’s a fact—all classes need a minimum number of students. Enroll early to make sure that classes you want can be held.
- Many of the most popular classes fill quickly. Be sure that you have a place in the class you want by enrolling early.
- There are several easy ways to enroll early. When you do, you will be mailed a confirmation receipt to take to the first class meeting.

**Fee Payment**

Students are required to pay in full for their courses at the time of registration. The fees for courses are listed in this bulletin. Please note that there is an additional $30 per unit charge for TV courses. The fees are the same for residents and nonresidents. Payment may be made by check, money order, or Visa, Mastercard or Discover card payable to CSUDH in the exact amount required. Registration will not be considered complete until all fees are paid. Fees and refunds are subject to change.

**Confirmation/Receipts**

You are considered officially enrolled when your registration fees are paid and your registration form has been received. You will receive confirmation of enrollment via e-mail, provided we have a valid e-mail address for you on record. Additionally, you should receive a confirmation letter within two weeks after we have received your registration and fees. This letter is your receipt for fees paid. Please read the letter carefully because any changes in the course meeting time or place will be indicated in the letter. Changes which occur after the confirmation is mailed will be posted on the door of the scheduled classroom. If you do not receive a confirmation letter, REPORT TO THE FIRST CLASS MEETING. The instructor will have a roster and, if your registration is complete, your name will be on the roster. If it is not on the roster, contact the College of Extended & International Education’s office at your earliest convenience.

**Returned Checks**

There is a $25.00 service charge for checks returned for any reason.

**Refund of Fees**

You must file appropriate forms in the College of Extended & International Education Office in order to receive a refund. Students must officially drop their courses. For credit courses, students must file the appropriate “drop” and “request for refund” forms in the Office of College of Extended & International Education. The effective date of the refund is the day the forms are received by the Office of the College of Extended & International Education. To receive a refund of fees for any course, you must notify of College of Extended & International Education in writing between the hours of 9am and 4pm at least two working days before the course begins. You will be asked to submit a written request to our office for a refund of fees. If you need to withdraw on or after the day of the first class meeting, notify the Extended Education Registration Office immediately. Refunds are granted in accordance with the State refund schedule.

- If a course is cancelled, the entire course fee will be refunded
- If you withdraw prior to the first class meeting, 100 percent of the course fee will be refunded (less a $10 processing fee for credit courses)
- If you withdraw after the first class and before the first 25 percent of the course has elapsed, 65 percent of the total fee will be refunded
- After 25 percent of the course time has elapsed, no refund will be made

Above refund policies do not apply to courses that are offered in partnership with other educational entities. These include, but are not limited to, the following partners: UCSD, Gatlin, Ed2Go, VESI, SHRM, WITS, CCI and the Center for Legal Studies.

Do not put a stop payment on a check to withdraw from a course. This results in a financial obligation to the University for the course fee; you will be assessed a $25.00 dishonored check fee plus an additional $25 late registration charge.

**Official Withdrawal from Credit Courses**

**Courses Less Than 1 Week**

Prior to the first class meeting, a student may withdraw and no grade is assigned; the enrollment does not appear on the student’s transcript. Drops or complete withdrawals may be processed via MyCSUDH during this period. If a student wishes to withdraw at any time during the course, they may do so for serious and compelling reasons only. A student may request to withdraw with a “W” grade by submitting a change of program form with the signatures of their instructor, department chair and dean, as well as a petition for exception with attached documentation supporting the reason for withdrawal.

**One Week Courses**

On the first day of the week of the session, a student may withdraw and no grade is assigned; the enrollment does not appear on the student’s transcript. Drops or complete withdrawals may be processed via MyCSUDH during this period. After the first day of the week of the session, a student may request to withdraw for serious and compelling reasons only. A student may request to withdraw with a “W” grade by submitting a change of program form with the signatures of their instructor, department chair and dean, as well as a petition for exception with attached documentation supporting the reason for withdrawal.
Two Week Courses
During the first three days of the first week, a student may withdraw and no grade is assigned; the enrollment does not appear on the student’s transcript. After the first three days of the first week, a student may request to withdraw for serious and compelling reasons only. A student may request to withdraw with a “W” grade by submitting a change of program form with the signatures of their instructor, department chair and dean, as well as a petition for exception with attached documentation supporting the reason for withdrawal.

Three Week Courses
During the first week, a student may withdraw and no grade is assigned; the enrollment does not appear on the student’s transcript. After the first week, and prior to the last two days of the session, a student may request to withdraw for serious and compelling reasons only. A student may request to withdraw with a “W” grade by submitting a change of program form with the signatures of their instructor, department chair and dean, as well as a petition for exception with attached documentation supporting the reason for withdrawal. During the last two days of the session, a student may withdraw with a “W” grade for serious and compelling reason, with the signatures of their instructor, department chair and dean, a petition for exception with attached documentation supporting the reason for withdrawal, and documentation of illness or accident.

Four And Five Week Courses
During the first week, a student may withdraw and no grade is assigned. No signatures are required if a four or five week course is dropped during the first week. Prior to the last four days of the session, a student may withdraw with a “W” grade by submitting a change of program form with the signatures of their instructor, department chair and dean. During the last four days of the session, a student may withdraw with a “W” grade for serious and compelling reason, with the signatures of the instructor and school dean.

Six, Seven, and Eight Week Courses
During the first two weeks a student may withdraw and no grade is assigned; the enrollment does not appear on the student’s permanent transcript. Prior to the last week of the session a student may withdraw with a “W”. During the last week of the session a student may withdraw with a “W” for serious and compelling reasons only.

Courses of more than Eight Weeks
For courses longer than eight weeks, refer to the withdrawal policy in the University catalog: http://www3.csudh.edu/student-affairs/admissions-and-records/records/add-drop/default.html

Withdrawal from classes during final exam week (last week of session) is not permitted, except in such cases as accident or serious illness where circumstances causing the withdrawal are clearly beyond the student’s control, and the assignment of a grade of Incomplete is not practical. A student may withdraw with a “W” grade by submitting a change of program form with the signatures of their instructor, department chair and dean, a petition for exception with attached documentation supporting the reason for withdrawal, and documentation of illness or accident.

A student who does not officially withdraw shall receive “F” or “WU” grades for all courses on his/her official record.

Instructions for Withdrawal for Serious and Compelling Reasons
Student sends a packet of materials to: Extended Education Registration Office, EE 1100 Attn: CEE Registrar College of Extended and International Education California State University, Dominguez Hills 1000 E. Victoria St. Carson, CA 90747 310-243-3741
cceereg@csudh.edu
Packet should include:
• Add/Drop form, which can be found at http://www3.csudh.edu/student-affairs/admissions-and-records/docs/change-of-program-add-drop.pdf
• Petition for exception form, which can be found at http://www3.csudh.edu/student-affairs/admissions-and-records/docs/form-petition.pdf
• Letter or e-mail explaining serious and compelling reason for requesting withdrawal, including documentation
• Instructor approval memo or email
• $10 petition fee payment (check payable to CSUDH, or pay via credit card by calling or walking into Extended Education registration)

Instructions for Withdrawal for Medical Emergency
Student sends a packet of materials to: Extended Education Registration Office, EE 1100 Attn: CEE Registrar College of Extended and International Education California State University, Dominguez Hills 1000 E. Victoria St. Carson, CA 90747 310-243-3741
cceereg@csudh.edu
Packet should include:
• Add/Drop form, which can be found at http://www3.csudh.edu/student-affairs/admissions-and-records/docs/change-of-program-add-drop.pdf
• Petition for exception form, which can be found at http://www3.csudh.edu/student-affairs/admissions-and-records/docs/form-petition.pdf
• Letter or e-mail explaining serious and compelling reason for requesting withdrawal
• Documentation of illness or accident
• Instructor approval memo or email
• $10 petition fee payment (check payable to CSUDH, or pay via credit card by calling or walking into Extended Education registration)

Note. Students are limited in the amount of times they can withdraw from courses. See http://www4.csudh.edu/university-catalog/index for more information.

Schedule Changes
Although care is taken to ensure the accuracy of all information in this Bulletin, there may be unintended errors and changes or deletions without notification. In situations when our office has sufficient advance notice, we will make every attempt to notify pre-enrolled students about changes in class dates, time, or location.

Class Cancellation
Occasionally an extension class must be cancelled because of insufficient pre-enrollments. If a decision to cancel is made, we will make every effort to notify by telephone all persons who have pre-enrolled, and their fees will be refunded from the University. When you pre-enroll, therefore, please give us a daytime telephone number and email address so that you will not be inconvenienced if the class must be cancelled.

Change of Address
If you are receiving several copies of the College of Extended & International Education Bulletin, or have recently moved, please cut the mailing label from the back cover of this catalog and print corrections clearly. If you are receiving the bulletin at different addresses, please indicate which address you would prefer. Send the complete mailing label with corrections to: College of Extended & International Education, CSU Dominguez Hills, 1000 East Victoria Street, Carson, CA 90747-0005.

High School Students
Qualified high school students who will enter the junior or senior year in Spring 2015 can register for CSUDH Spring 2015 lower division (100 level) courses with a letter of recommendation from the school principal or counselor and written authorization from the parents. Address letters to the Dean of the College of Extended & International Education, California State University, Dominguez Hills. Students pay regular Open University registration fees, and the course credit they earn may be applicable to a degree from CSUDH or another institution.

Standards
Degree credit courses in the College of Extended & International Education adhere to the academic standards of the University. All activities usually associated with regular University course work are integral parts of the degree credit instruction program.

It is our aim, through course review, planning, and the selection of quality, experienced College of Extended & International Education faculty, to provide you with meaningful learning experiences. We realize, however, that on rare occasions your expectations and the course do not match. Should this occur, let us know so we can make changes and adjustments for future courses.

Register by Phone (310) 243-3741 • einfo@csudh.edu • http://www.csudh.edu/ee
my.csudh.edu

MyCSUDH (http://my.csudh.edu) is a one-stop portal that provides you with information related to financial aid, registration, student financial activity, academic advising, holds and to-do items.

Login Information

To login to MyCSUDH, you must use your username and password. If you forgot your username:
- Call the Extended Education Registration office at (310)243-3741.
- If you have any difficulty activating your account please contact the help desk at (310) 243-2500 or helpdesk@csudh.edu.

Before logging into my.csudh.edu click the “Activate your Account” link. The following is your account activation information:

User ID:
Activation code: your six digit birth date (mmddyy)
Activation (and Log In) location: http://my.csudh.edu

If you have ever had a CSUDH e-mail account, you do not need to activate. That account’s username and password are already active and you can use them to login.

If you need additional assistance, please call Extended Education Registration at (310) 243-3741 or 1-877-GO-HILLS.

Academic Information

Transcripts

Students may request transcripts online through Credentials Inc. at http://www4.csudh.edu/admissions-records/records/request-transcript. There is an additional $2.00 service charge per transcript. Alternatively, you can place your transcript order via telephone by calling Credentials Inc. at 800-646-1858. There is an additional operator surcharge for placing orders over the telephone. If you wish to request a transcript order be held until degree completion or for final grades to be posted, you must specify this when you make the request.

Extended Education Grading Procedures

Unless a course is offered for a grade of credit/no-credit only, all extension credit courses are offered for letter grades. However, an undergraduate student in an extension credit class offered for a letter grade may choose to be graded on a credit/no-credit basis by informing the instructor in writing at the beginning of the class. For Special Sessions classes, follow University procedures.

Grade Reports

Official transcripts with current grades will be available approximately five weeks after the end of the course. To learn your grade for any graded class, including Extension, Special Sessions, Summer Sessions and Winter Session, please access MyCSUDH: http://my.csudh.edu, or go to http://www.csudh.edu From the QUICKLINKS pull-down menu, select MyCSUDH.

Grades

For Academic Programs, student performance in each course is reported at the end of the session by one of the following grades (with grade points earned):

<table>
<thead>
<tr>
<th>GRADE</th>
<th>GRADE POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A+</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B+</td>
<td>2.7</td>
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<tr>
<td>C+</td>
<td>2.3</td>
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<tr>
<td>C</td>
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</tr>
<tr>
<td>C+</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

The following grades are to be used for approved courses only:

I (Incomplete authorized—not counted in GPA)
IG (Incomplete charged)
WU (Withdrawal Unauthorized)
W (Withdrawal—not counted in GPA)
AU (Audit—not counted in GPA, no units allowed)
CR Credit (not counted in grade average, but units allowed).
CR* (Credit in sub-collegiate course, no units)
NC No Credit (not counted in GPA, no units allowed).
RP (Report in Progress—credit is deferred until completion of course)
*** (Graduate Continuation Course)
RD (Report Delayed)

Extended Education Courses

Academic credit is awarded for successful completion of formally recognized institutional extension courses. A maximum of 24 units of extension credit may be applied toward a baccalaureate degree and up to 6 units toward a master’s degree, subject to departmental approval.

Special Sessions

Resident academic credit is given to matriculated students for Special Sessions classes through Extended Education. Registration is open to both matriculated students and to the community. For the course numbering system, see below.

Continuing Education Units (CEUs)

Some extension workshops and courses award Continuing Education Units (CEUs). The CEU is nationally recognized for relicensure, promotion or career advancement. One CEU equals ten hours of participation in lecture. CEUs are not degree-applicable. A cumulative permanent transcript of all CEU study undertaken is provided to extension students upon written request. Course numbering is 900-999. CEU grades are for credit or no credit only (CR/NC).

Noncredit

Many of the short courses, workshops and seminars in this bulletin are noncredit. These are designed to respond to the various educational interests and needs of those living and working in the University’s service area.

Course Numbering System

The course numbering system for the University is based upon three-digit numbers as follows:

000-099 Sub-collegiate courses, not for baccalaureate credit.
100-199 Lower division courses, normally taken in the freshman year.
200-299 Lower division courses, normally taken in the sophomore year.
300-399 Upper division courses, normally taken in the junior year.
400-499 Upper division courses, normally taken in the senior year.
500-599 Graduate courses, normally limited to graduate students.
Policies

Nondiscrimination Policy

The College of Extended & International Education is an equal opportunity/affirmative action institution and does not discriminate on the basis of race, color, religion, national origin, sex, sexual preference, age, disability or veteran status. This policy is applicable to employment and student admissions, and to all educational programs and activities. For further information, please visit: http://www4.csudh.edu/university-catalog/index.

Privacy Information

The University complies with Federal and State Laws concerning privacy rights of students. These rights are summarized in the University catalog. Questions about privacy rights may be directed to the Dean of Extended Education at (310) 243-3737 or the Vice President of Student Affairs at (310) 243-3784.

Immigration Requirements for Licensure

On August 27, 1996, Governor Pete Wilson issued Executive Order W-135-96 which requested that the CSU and other state agencies implement “as expeditiously as reasonably practicable” the provision of The Personal Responsibility and Work Opportunity Reconciliation Act (PRAWORA) of 1996 (P.L.104-193). The Act, also known as the Welfare Reform Act, included provisions to eliminate eligibility for federal and state public benefits for certain categories of lawful immigrants as well as benefits for all illegal immigrants.

Students who will require a professional or commercial license provided by a local, state, or federal government agency in order to engage in an occupation for which the CSU may be training them must meet the immigration requirements of the Personal Responsibility and Work Opportunity Reconciliation Act to achieve licensure. Information concerning the regulation is available from the Vice President of Student Affairs, (310) 243-3784.

Use of Social Security Number

CSUDH provides all students with generic 9 digit student ID numbers. These ID numbers are used to identify student records, registration, and to conduct all University business. However, students are still required to provide the University with their correct social security numbers (individual taxpayer identification numbers) pursuant to the authority contained in Section 41201, Title 5, California Code of Regulations, and Section 6109 of the Internal Revenue Code. The University may, if necessary, use the social security number to collect debts owed the University. Also, the Internal Revenue Service requires the University to file information returns that include the student’s social security number and other information such as the amount paid for qualified tuition, related expenses, and interest on educational loans. That information is used to help determine whether a student, or a person claiming a student as a dependent, may take a credit or deduction to reduce federal income taxes. Students who do not have a social security number at the time of enrollment will be required to obtain a social security number and submit it to the University within sixty days. Failure to furnish a correct social security number may result in the imposition of a penalty by the Internal Revenue Service.

Important Tax Credit Information

If you are enrolled in an eligible degree or certificate program or are taking courses to acquire or improve job skills, you may qualify for a Hope Scholarship or Lifetime Learning Tax Credit.

The Hope Scholarship Tax Credit

The Hope Scholarship tax credit is available only to students in their first two years of postsecondary education who are enrolled at least half-time in an eligible program. The tax credits are based on the amount of qualified tuition and fees, less grants and other tax-free educational assistance and the taxpayer’s modified adjusted gross income. Hope credits apply to fees paid after December 31, 1997.

The Lifetime Learning Tax Credit

The Lifetime Learning tax credit is available to students at all educational and enrollment levels who are enrolled at an eligible educational institution. As with the Hope Scholarship tax credit, this opportunity is based on the amount of qualified tuition and fees, less grants and other tax-free educational assistance and the taxpayer’s modified adjusted gross income. The Lifetime Learning credit applies to fees paid after June 30, 1998.

Americans with Disabilities Act

It is the policy of California State University, Dominguez Hills to comply with the Section 504 Regulations [now, Americans with Disabilities Act] adopted by the Department of Health, Education and Welfare. Accordingly, any student at California State University, Dominguez Hills who believes that there has been a violation of the Regulations is encouraged to discuss the matter with the Dean of their College and the campus Handicapped Regulations Coordinator and/or the Handicapped Services Coordinator and such persons as may be identified by the Handicapped Regulations Coordinator in order to resolve the matter in a prompt and equitable manner. For more information, please visit www4.csudh.edu/dss

Sexual Harassment Policy

It is the policy of California State University, Dominguez Hills, that the campus maintain a working and learning environment free from sexual harassment of its students, employees, and those who apply for student or employee status. All should be aware that California State University, Dominguez Hills is concerned and will take action to eliminate sexual harassment. Sexual harassment includes such behavior as sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature directed towards an employee, student, or applicant when one or more of the following circumstances are present:

If you are enrolled in an eligible degree or certificate program or are taking courses to acquire or improve job skills, you may qualify for a Hope Scholarship or Lifetime Learning Tax Credit.
Sexual Harassment Policy (Continued)

- Submission to or toleration of the conduct is an explicit or implicit term or condition of appointment, employment, admission or academic evaluation;
- Submission to, or rejection of such conduct is used as a basis for a personnel decision or an academic evaluation.

The conduct has the purpose or effect of interfering with an employee’s work performance, or creating an intimidating, hostile, offensive or otherwise adverse learning environment, or adversely affecting any student.

In determining whether conduct actually constitutes sexual harassment, the circumstances surrounding the conduct will be carefully considered. However, where the facts support the allegations, all appropriate measures including disciplinary action will be taken. For more detailed information on this policy see website at www4.csudh.edu/pms

Campus Smoking Policy

California State University, Dominguez Hills has a responsibility to its students and employees to provide a safe and healthful learning and working environment. The University recognizes the harmful effects of involuntary contact with smoke. It also recognizes the need to preserve the reasonable individual rights of smokers as long as doing so does not interfere with the right of the non-smoker to a smoke-free environment.

The following policy shall be effective immediately:

Smoking is prohibited in all campus buildings; including offices, work areas, classrooms, lecture halls, laboratories, libraries, theaters, practice rooms, listening rooms, gymnasiums, kitchens, hallways, stairwells, elevators, eating areas and restrooms. Certain areas external to buildings which do not have adequate ventilation (e.g. patios, stairways and walkways) may also be designated as non-smoking areas by the Director of Environmental Health and Safety.

Smoking is prohibited in all State automobiles, vans and trucks.

Members of the campus community who willfully violate the University smoking policy will be subject to disciplinary action through recognized administrative channels and/or in accord with the applicable collective bargaining agreement.

Appropriate signs designating no smoking and smoking areas shall be posted. At least one copy of this policy shall be posted in each campus building.
Campus Map

* Parking Permit Kiosks
<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean, Extended &amp; International Education</td>
<td>J. Kim McNutt</td>
<td>(310) 243-3737</td>
</tr>
<tr>
<td>Associate Dean, Extended &amp; International Education</td>
<td>Joanne Zitelli</td>
<td>(310) 243-3737</td>
</tr>
<tr>
<td>Facilities Coordinator &amp; Executive Assistant</td>
<td>Teresa J. Stevens</td>
<td>(310) 243-3737/2012</td>
</tr>
<tr>
<td>Academic Resource Manager</td>
<td>Brenda Blow</td>
<td>(310) 243-2422</td>
</tr>
<tr>
<td>Secretary to the Dean</td>
<td>Dianne Davila</td>
<td>(310) 243-3737</td>
</tr>
<tr>
<td>Receptionist</td>
<td>Connie Pimental</td>
<td>(310) 243-3737</td>
</tr>
<tr>
<td>Applied Studies Undergraduate Preadmissions Advisor</td>
<td></td>
<td>(310) 243-2870</td>
</tr>
<tr>
<td>Military Program Advisor</td>
<td></td>
<td>(310) 243-2189</td>
</tr>
<tr>
<td>Director, American Language &amp; Culture Program</td>
<td>Edward R. Milecki, Ph.D.</td>
<td>(310) 243-3830</td>
</tr>
<tr>
<td>Academic Coordinator, American Language and Culture Program</td>
<td>Tony J. Costanzo</td>
<td>(310) 243-3830</td>
</tr>
<tr>
<td>Program Assistant, American Language and Culture Program</td>
<td>Tajauta Ortega</td>
<td>(310) 243-3830</td>
</tr>
<tr>
<td>Student Services Professional, International Education</td>
<td>Racheal Wangui</td>
<td>(310) 243-3919</td>
</tr>
<tr>
<td>Director, Mediated Instruction and Distance Learning</td>
<td></td>
<td>(310) 243-2288</td>
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<tr>
<td>Assistant Director, Mediated Instruction and Distance Learning</td>
<td>Van Bridgeman</td>
<td>(310) 243-2675</td>
</tr>
<tr>
<td>Television Engineer, Mediated Instruction and Distance Learning</td>
<td>Bob Smith</td>
<td>(310) 243-3113</td>
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<tr>
<td>Senior Producer, Mediated Instruction and Distance Learning</td>
<td>Bernard Clinch</td>
<td>(310) 243-2674</td>
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<tr>
<td>Coordinator, Internet Applications, Mediated Instruction and Distance Learning</td>
<td>Steven Williams, Ph.D.</td>
<td>(310) 243-3049</td>
</tr>
<tr>
<td>Young Scholar Program, Mediated Instruction and Distance Learning</td>
<td>Joycelyn Jones, Ed.D.</td>
<td>(310) 243-2288</td>
</tr>
<tr>
<td>Production Support, Mediated Instruction and Distance Learning</td>
<td>Garry Jacobs</td>
<td>(310) 243-3066</td>
</tr>
<tr>
<td>Staff Producer, Mediated Instruction and Distance Learning</td>
<td>Mario Congreve</td>
<td>(310) 243-2053</td>
</tr>
<tr>
<td>Director, OSHA Training Institute Education Center</td>
<td>Raul A. Guzman</td>
<td>(310) 243-3355</td>
</tr>
<tr>
<td>Program Coordinator, OSHA Training Institute Education Center</td>
<td>Elizabeth Legge</td>
<td>(310) 243-2425</td>
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<tr>
<td>Director, Center for Training &amp; Development Vacant</td>
<td></td>
<td>(310) 243-3747</td>
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<td>Director, Special Sessions Programs Vacant</td>
<td></td>
<td>(310) 243-2284</td>
</tr>
<tr>
<td>Director, International Training Programs</td>
<td>Michael Casner, Ed.D.</td>
<td>(310) 243-3972</td>
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<tr>
<td>Program Coordinator, International Training Programs</td>
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<td>(310) 243-3774</td>
</tr>
<tr>
<td>Director, Extension Programs</td>
<td>Babette Wald</td>
<td>(310) 243-3730</td>
</tr>
<tr>
<td>Senior Program Development Specialist</td>
<td>Jim Bouchard</td>
<td>(310) 243-3729</td>
</tr>
<tr>
<td>Senior Program Development Specialist</td>
<td>Charles Hunt</td>
<td>(310) 243-2336</td>
</tr>
<tr>
<td>Coordinator, M.S. Quality Assurance Program</td>
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<tr>
<td>Director, Marketing</td>
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<tr>
<td>Director, Operations</td>
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</tr>
<tr>
<td>Registrar</td>
<td>Jacqueline McKenzie</td>
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</tr>
<tr>
<td>Accounting Technician</td>
<td>Christina Baltazar</td>
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</tr>
<tr>
<td>Payroll Technician</td>
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</tr>
<tr>
<td>Registration Associate</td>
<td>Michelle Bacalso</td>
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</tr>
<tr>
<td>Registration Associate</td>
<td>Shirley Trisdale</td>
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<tr>
<td>Night &amp; Weekend Registration Associate</td>
<td>Dione Rollins</td>
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<tr>
<td>Administrative Analyst/Specialist</td>
<td>Gabrielle M. McKeney</td>
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<td>Coordinator, Humanities External Degree Program</td>
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<td>Student Services Professional, Humanities External Degree Program</td>
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</tr>
</tbody>
</table>