

## Open University Enrollment Steps and Deadlines– Spring 2018

1. Go to <http://ou.fullerton.edu> to print the OU registration/application form or pick up a paper copy at College Park 100.
2. View the current class schedule at [www.fullerton.edu/schedule](http://www.fullerton.edu/schedule) and select the Spring 2018 semester.
  - Select “Undergraduate” for 100 to 400-level courses or “Postbaccalaureate” for any 500-level course.
  - Un-check “**show open classes only**” to view all sections of a course offered this semester.
3. Please fill out the OU registration/application form with personal information and list the subject area/catalog number (e.g. *BIOL 101*) on the registration portion of the form for the course(s) you are considering.

*Fill in the class schedule number once you have approval for a specific section of a course. Prerequisites (or their equivalents) must be met for all courses selected.*
4. Please review, acknowledge and provide your signature in the center box listed on the registration form.
5. Consult with one of the advisors below, if necessary. All registration/academic holds should be addressed before requesting permission to add classes through Open University.
  - Suzanne Batista, UH, room 123B; [sbatista@fullerton.edu](mailto:sbatista@fullerton.edu) or 657.278.4280
  - Margaret Luzzi, CP, room 100; [mluzzi@fullerton.edu](mailto:mluzzi@fullerton.edu) or 657.278.7644
6. Attend the first session of class. Obtain the instructor’s signature and date. The Spring 2018 semester starts on Saturday, January 20 with most classes starting Monday through Friday, January 22-26. If the course section is online, please reach out to the instructor and department of the course the week of January 15 to request approvals by email.
7. Obtain the academic department approval stamp for each class listed.
8. Submit approved OU registration/application form to UEE Student Services in College Park 100 to enroll and pay fees.

### Key Points

- Academically disqualified (DQ) students may not enroll in more than six (6) units in Fall, Spring and Summer terms.
- Registration is on a space available basis. Only 24 units of credit earned through Open University enrollment count towards the cumulative units required for a bachelor’s degree at CSUF. Courses taken through Open University enrollment do not meet residence requirements for a bachelor’s degree at CSUF. Usually 9 units maximum of graduate level courses completed through Open University count towards a graduate degree at CSUF.
- Course Information is available online. View course descriptions and prerequisite information at <http://catalog.fullerton.edu/>.

# UNIVERSITY EXTENDED EDUCATION

## Open University Enrollment Key Dates and Deadlines – Spring 2018

### FEES

- \$366... per credit unit
- \$25.45...consolidated course fee
- \$4.07.....Titan Card Activation fee
- \$25..... dishonored or returned check or refuted credit card payment
- \$25..... late registration fee
- \$10..... change of grade option
- \$35..... transfer fee to switch a class (January 20 to February 5)

### KEY DATES

January 20	<b>First day of Saturday classes. Most classes start Monday through Friday, January 22-26.</b>	
January 20 to February 5	<b>Registration Period.</b> Once registered, the refund for dropping a class will be no more than 65%. There are no refunds after February 16. <b>Drop period (no record).</b> To drop a course, contact UEE Student Services in College Park, Suite 100. No permission is required. The refund for dropping a class during this time is 65%. There will be no record of enrollment.	
January 30	First day registrations can be processed for <b>wait-listed classes</b> with approvals.	
February 5	<b>Last day to register without a late add petition.</b> <b>Last day to drop WITHOUT a grade of “W”.</b> <b>Last day to change grade option. A Course Request/Change Form and a \$10 fee required.</b> <b>Last day to switch a class for a \$35.00 fee.</b>	
February 6-16	<b>Late Registration Period.</b> Submit an Open University Late Add Petition Form with Enrollment Application Form complete with dated instructor, department chair and associate dean signatures. A late registration fee of \$25 will apply. No personal checks accepted during late registration. <b>Withdrawal Period (“W” drop).</b> Authorization shall be granted only for documented serious and compelling reasons. Submit a <i>Request for Withdrawal Form</i> to UEE Student Services with dated instructor and department chair signatures. For courses in the Colleges of Business & Economics and Engineering and Computer Science, the Associate Dean’s signature is also required. If approved, a grade of “W” will appear on your official transcript.	
February 16	<b>Last day to receive a 65% refund of total class fees.</b> (No refunds after this date)	
February 17-April 20	<b>Late Withdrawal Period. (“W” drop).</b> Authorization shall be granted only for documented serious and compelling reasons. Submit a <i>Request for Withdrawal Form</i> to UEE Student Services with dated instructor and department chair signatures. For courses in the Colleges of Business & Economics and Engineering and Computer Science, the Associate Dean’s signature is also required. If approved, a grade of “W” will appear on your official transcript.	
April 4	<b>Last day to receive a pro-rated refund of the \$25 consolidated fee and \$4 Titan Card fee for complete withdrawal from classes.</b>	
April 20	<b>Final withdrawal deadline.</b> Final deadline to withdraw from classes with a grade of “W” for serious and compelling reasons <i>only</i> with a completed <i>Request for Withdrawal Form</i> .	
May 11	<b>Last day of class instruction.</b>	
May 12-18	<b>Semester examinations.</b>	
May 19-20	<b>Commencement Exercises</b>	
May 25	Semester Ends. Grades are due.	
<b>Campus Closures – No classes</b>		
February 19	President’s Day (Campus Closed)	<b>See reverse</b>
March 26-30	Spring Recess (Campus Closed March 30); Campus Open March 26, 27, 28, 29	
May 28	Memorial Day (Campus Closed)	

**UEE Student Services Office:** 2600 Nutwood Ave., Suite: College Park 100, Fullerton, CA 92831

**Hours:** Monday-Thursday 8 a.m.–5:30 p.m., Friday 8 a.m.– 5p.m.

**Phone:** 657.278.2611 **Fax:** 657.278.2088 **Email:** [ueeinfo@fullerton.edu](mailto:ueeinfo@fullerton.edu)

**Extended Hours for Spring 2018 Registration:** 8 a.m.-6 p.m., M, T, W, TH ONLY; January 22 to February 5