

Open University Enrollment Steps and Deadlines– Spring 2019

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 and select the Spring 2019 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 or 657.278.4280
 - Margaret Luzzi, CP, room 100; mluzzi@fullerton.edu or 657.278.7644
6. Attend the first session of class. Obtain the instructor’s signature and date. The Spring 2019 semester starts on Saturday, January 19 with most classes starting Tuesday through Friday, January 22-25. If the course section is online, please reach out to the instructor and department of the course the week of January 14 to request approvals by email.
7. Obtain the academic department approval stamp for each class listed.
8. Submit approved OU registration/application form to EIP 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/>.

CSUF EXTENSION AND INTERNATIONAL PROGRAMS - EIP

Open University Enrollment Fees, Dates and Deadlines – Spring 2019

\$366.... per credit unit
 \$26.39...consolidated course fee
 \$4.22.....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 19 to February 4)

*Dates and fees are subject to change without notice

DATES

January 19	First Day of Saturday Classes. Most classes start Tuesday through Friday, January 22-25
January 21	Campus Closed
January 19 – February 4	Registration Period. Once registered, the refund for dropping a class will be no more than 65%. There are no refunds after February 19 Drop Period (No Record). To drop a course, contact EIP 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 29	First day registrations can be processed for wait-listed classes with approvals
February 4	Last day to register without the late add petition. Last day to drop WITHOUT a grade of "W". Last day to change grade option. A Course Request/Change Form and a \$10 fee required. Last day to switch a class for a \$35 fee.
February 5 – 19	Late Registration Period. 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. Withdrawal Period ("W" drop). Authorization shall be granted only for documented serious and compelling reasons. Submit a <i>Request for Withdrawal Form</i> to EIP 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 15	Campus Closed
February 19	Last day to receive a 65% refund of total class fees. (No refunds after this date)
February 20 – April 19	Late Withdrawal Period ("W" drop) Authorization shall be granted only for documented serious and compelling reasons. Submit a <i>Request for Withdrawal Form</i> to EIP 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 3	Last day to receive a pro-rated refund of \$26.39 consolidated fee and \$4.22 Titan Card fee for complete withdrawal from classes.
April 19	Final Withdrawal deadline. Final deadline to withdraw from classes with a grade of "W" for serious and compelling reasons only with a completed Request for Withdrawal Form.
May 10	Last day of class instruction.
May 13 – 17	Semester examinations.
May 17 – 19	Commencement Exercises
May 24	Semester Ends. Grades are due.

Campus Closures – No Classes

January 21	Martin Luther King Jr. (Campus Closed)	April 1 -7 Spring Recess (Campus Open April 2-7)
February 15	President's Day (Campus Closed)	May 27 Memorial Day (Campus Closed)
April 1	Cesar Chavez Day (Campus Closed)	

See Reverse

CSUF EIP 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. – 5 p.m.
Phone: 657.278.2611 **Fax:** 657.278.2088 **Email:** EIPconnect@fullerton.edu
Extended Hours for Spring 2019 Registration: 8 a.m.-6 p.m., M, T, W, TH ONLY; January 22 to February 4