

## OPEN UNIVERSITY ENROLLMENT INFORMATION AND DEADLINES

Open University Enrollment provides an opportunity for people who are not currently admitted to Cal State Fullerton to enroll in undergraduate and graduate-level classes.

### ELIGIBILITY

#### Registration in Open University is available to:

- The public.
- International students with an I-20 from another institution, provided they receive authorization from their institution's Designated School Official (DSO).
- Students academically disqualified (DQ) from Cal State Fullerton.

#### Open University is not available to:

- Students who are already officially admitted to Cal State Fullerton during the Summer 2017 term. (Register through Titan Online Student Center)
- All applicants, regardless of citizenship, who have not attended, for at least three years, a school at the secondary level or beyond in which English was the principal language of instruction. These applicants are required to score above the minimums on the Test of English as a Foreign Language (TOEFL): 500 (PBT) or 61 (iBT); or IELTS of 5.5. Verification of test score must be presented when registering. See [international.fullerton.edu/admissions](http://international.fullerton.edu/admissions) for more information.

### COURSE REQUIREMENTS AND GRADES

- Students are required to participate fully and meet all class requirements and prerequisites, which may include standard examinations.
- Grades for classes completed through Open University become a part of the student's official university academic transcript. For instructions on obtaining transcripts, go to [admissions.fullerton.edu/formerstudent/transcripts.php](http://admissions.fullerton.edu/formerstudent/transcripts.php)

### KEY POINTS

- A maximum of 24 credits earned through Open University enrollment may count towards the cumulative units needed for a bachelor's degree at CSUF. Credits earned through Open University may not be used to fulfill the residence requirement (30 semester units) for a bachelor's degree at CSUF. For graduate degrees at CSUF, normally 6 to 9 units of approved credits earned through Open University enrollment may apply, but for degrees which require more than 30 units, more units of credit may apply. Please consult the graduate advisor for the specific degree program.
- Students must meet the stated prerequisites for any class.
- Students academically disqualified from CSUF can enroll in a maximum of 6 units per academic term with approval.

### OPEN UNIVERSITY FEES (subject to change)

\$366	per unit
\$25	consolidated course fee
\$4	Student ID Card fee
\$25	late registration fee (per transaction)
\$25	per dishonored or returned checks or refused credit card payments
\$10	change of grade option
\$35	class switch fee (within the same session)

### REGISTRATION INSTRUCTIONS

1. Check the Summer class schedule for days and times of the class you need at [www.fullerton.edu/schedule](http://www.fullerton.edu/schedule) on or after **March 20, 2017**. Select career: Extended Education.
2. Academic Advisement is recommended for all Open University students. Contact an Open University Advisor for advisement prior to registration. You may contact an advisor by email or phone:  
  
Suzanne Batista, University Hall, room 123;  
phone 657.278.4280 or email [sbatista@fullerton.edu](mailto:sbatista@fullerton.edu)  
  
Margaret Luzzi, College Park, room 100;  
phone 657.278.7644 or email [mluzzi@fullerton.edu](mailto:mluzzi@fullerton.edu)
3. **If you are registering by the early registration deadline**, you can register online at [ou.fullerton.edu](http://ou.fullerton.edu) or submit registration/application form by mail or in person to the University Extended Education office, CP100. Payment is due at the time of registration. Please refer to the Summer [Open University Key dates](#).
4. **If you are registering after the early registration deadline**, registration is on an approval (space available) basis.
  - a. Download PDF's of the Open University Registration/ Application form at [ou.fullerton.edu](http://ou.fullerton.edu).
  - b. An approval signature from the Open University Advisor is required on the registration form.
  - c. Attend the first class meeting and obtain the instructor's approval signature on the registration form. Instructors may wait to sign until they are certain space is available.
  - d. Take the signed form to the academic department office of the course you are adding for stamped approval.
  - e. Return the registration form, complete with all necessary approvals, to the UEE Student Services office in College Park 100 to be processed. Payment is required at the time of registration.
  - f. Retain your receipt to verify enrollment for the instructor.

### UNIVERSITY EXTENDED EDUCATION STUDENT SERVICES

Office: 2600 Nutwood Ave., Suite CP-100, Fullerton, CA 92831  
Mailing address: P.O. Box 6870, Fullerton, CA 92834-6870

University Extended Education Student Services will be closed:  
Monday, May 29 and Tuesday, July 4

#### Hours: College Park CP-100

Monday - Thursday 8 a.m. to 5:30 p.m.  
Friday 8 a.m. to 5 p.m.

**Office Telephone Number:** 657.278.2611

**Office Fax Number:** 657.278.2088

## SUMMER 2017 OPEN UNIVERSITY KEY DATES

NOTE: Information below is subject to change without notice.

2017 SUMMER SESSIONS	A	B	C	D	E
<b>Session Dates</b>	<b>May 30-June 30</b> (5 weeks)	<b>July 3-Aug. 4</b> (5 weeks)	<b>June 26-Aug. 4</b> (6 weeks)	<b>May 30-July 21</b> (8 weeks)	<b>May 30-Aug. 4</b> (10 weeks)
<b>Early Registration period ends:</b> <ul style="list-style-type: none"> <li>Last day to register online and without the instructor's signature and department stamp.</li> <li>Last day to drop with no record of enrollment and receive a full refund, less \$10 per course. <b>Drops cannot be done online.</b></li> </ul>	<b>5 p.m. May 26</b>	<b>5 p.m. June 30</b>	<b>5 p.m. June 23</b>	<b>5 p.m. May 26</b>	<b>5 p.m. May 26</b>
<b>Late Registration Period (must be done in-person in CP-100):</b> <ul style="list-style-type: none"> <li>Registering requires the registration form, approvals and \$25 late fee.</li> <li>Switching a class within the same session requires the <u>Course Request Change</u> form, approval to add and \$35 switch fee.</li> </ul> <b>Drop Period:</b> <ul style="list-style-type: none"> <li>Dropping a class without a grade of "W" to receive a 65% refund, submit the <u>Course Request Change</u> form or contact the UEE Student Services office. No approvals required.</li> <li>Change a grade option requires a \$10 fee.</li> </ul>	<b>May 30-June 2</b>	<b>July 3-10</b>	<b>June 26-July 3</b>	<b>May 30-June 6</b>	<b>May 30-June 8</b>
<b>Final Registration day (Must be done in-person in CP-100):</b> <ul style="list-style-type: none"> <li>Last day of the late registration period. No refunds after this date.</li> </ul>	<b>June 2</b>	<b>July 10</b>	<b>July 3</b>	<b>June 6</b>	<b>June 8</b>
<b>Last day to drop a class with a grade of "W" for serious or compelling reasons only.</b> An approved <u>Post-Census Withdrawal</u> form is required. No refunds.	<b>June 23</b>	<b>July 28</b>	<b>July 28</b>	<b>July 11</b>	<b>July 21</b>
<b>Refund Policy for Open University</b> To drop a class through Open University, contact UEE Student Services office as soon as possible. <b>Drops cannot be done online.</b> Refunds will be based on the date the drop is requested. Check the registration and withdrawal dates of the specific session for the class you are taking (see above). <ul style="list-style-type: none"> <li>If requested during the early registration period, you will receive a full refund minus \$10 per course. Signatures are not required and there will be no record of enrollment.</li> <li>If requested on or after the start of the specific session but within the drop period, you will receive a refund of 65%. Signatures are not required and there will be no record of enrollment.</li> <li>Drops after the late registration period for each session are only allowed for serious and compelling reasons. An approved <u>Late Withdrawal Petition</u> is required and no refunds are given.</li> </ul>					