

OPEN UNIVERSITY ENROLLMENT KEY DATES

NOTE: Information below is subject to change without notice. Please see our Web site at <http://ou.fullerton.edu> for our most updated information. **Class schedule available online at www.fullerton.edu/schedule beginning Monday, September 24.**

| Winter Session 2019 | Session A | Session B |
|--|---|--|
| Session Dates | Dec. 22 - Jan. 18 (4 weeks) | Jan. 2 - Jan. 18 (2.5 weeks) |
| Early Registration begins • Online at http://ou.fullerton.edu or in person or by email to ueereg@fullerton.edu . | 8 a.m., Monday, Oct. 29 | |
| Early Registration ends • Last day to register online and without the instructor's signature and department stamp. | 5 p.m., Wednesday, Dec. 19 | 5 p.m., Thursday, Dec. 20 |
| Early Drop period ends • Last day to drop without record of enrollment and receive a full refund, minus \$10 per course. Drops cannot be done online; drops must be done in person or by phone. | 5 p.m., Wednesday, Dec. 19 | 5 p.m., Thursday, Dec. 20 |
| Late Registration Period (must be done in person at CP-100): • Registering requires the registration form with approvals or an electronic permit and \$25 late fee. • Switching a class within the same session requires approvals and a \$35 fee. • Change a grade option requires a \$10 fee. | No Late adds Available | Jan. 2-3 |
| Drop Period • Drop a class without a grade of "W" and receive a 65% refund, contact the UEE Student Services office. No approvals required. Drops cannot be done online. Drops must be done by email to UEEReg@fullerton.edu or by leaving a message at (657) 278-2611. | Dec. 21 - 26 | Jan. 2-4 |
| Last day to Drop without "W" • Drop a class without a grade of "W" and receive a 65% refund, contact the UEE Student Services office. No approvals required. Drops cannot be done online. Drops must be done by email to UEEReg@fullerton.edu or by leaving a message at (657) 278-2611. | 5 p.m., Wednesday, Dec. 26 | 5 p.m., Friday, Jan. 4 |
| Campus Closed - Winter Recess • No Adds • <i>Session A classes may have online instruction/activities during Winter Recess. - Check syllabus.</i> | Dec. 22 - Jan. 1 | |
| Last day to Drop with "W" • Drop a class with a grade of "W" and receive 65% refund of Winter Session fees. Drops cannot be done online. No refunds after this date. A completed Request for Withdrawal form is required and must be submitted to UEE Student Services. | 5 p.m., Wednesday, Jan. 2 | 5 p.m., Monday, Jan. 7 |
| 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. | 5 p.m., Friday, Jan. 11 | 5 p.m., Monday, Jan. 14 |
| <p>Refund Policy for Open University To drop a class through Open University this Winter Session 2019, refer to the above information and deadlines.</p> <p>Drops cannot be done online. Refunds will be based on the date the drop is received/requested. Check the registration and withdrawal dates of the specific session for the class you are taking (see above).</p> <ul style="list-style-type: none"> • If received 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. • If received on or after the start of the 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. • Drops (after the last day to drop with a grade of "W") are only allowed for serious and compelling reasons. A "W" grade is issued. A completed and approved Request for Late Withdrawal form is required and no refunds are given. <p>Winter Break Closure – December 22, 2018 through January 1, 2019</p> | | |