

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 25.**

Winter Session 2018	Session A	Session B
Session Dates	Dec. 16 - Jan. 19 (5 weeks)	Jan. 2 - Jan. 19 (3 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. 30	8 a.m., Monday, Oct. 30
Early Registration ends • Last day to register online and without the instructor's signature and department stamp.	5 p.m., Wednesday, Dec. 13	5 p.m., Wednesday, 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., Friday, Dec. 15	5 p.m., Thursday, Dec. 21
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.	Dec. 14 - 20	Dec. 21 and Jan. 2-4
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 in person or by phone.	Dec. 16 - 20	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 in person or by phone.	5 p.m., Wednesday, Dec. 20	5 p.m., Thursday, Jan. 4
Campus Closed - Winter Recess - No Registration Activity • No Adds • No Drops • <i>Session A classes may have online instruction/activities during Winter Recess.</i>	Dec. 23 - Jan. 1	Dec. 23 - Jan. 1
Last day to Drop with "W" • Drop a class with a grade of "W" and receive 65% refund of Intersession 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., Tuesday, Jan. 2	5 p.m., Monday, Jan. 8
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. 12	5 p.m., Tuesday, Jan. 16

Refund Policy for Open University

To drop a class through Open University this Winter Session 2018, refer to the above information and deadlines.

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).

- 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.

Winter Break Closure – December 23, 2017 through January 1, 2018

Holiday Campus Closure - January 15, Martin Luther King Jr. Day