

OPEN UNIVERSITY ENROLLMENT INFORMATION AND DEADLINES

ELIGIBILITY

Open University Enrollment provides an opportunity for individuals not currently admitted to Cal State Fullerton, to enroll in undergraduate and graduate-level classes they are eligible to complete and with appropriate permissions.

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 for more information.

COURSE REQUIREMENTS AND GRADES

- Students are required to participate fully and meet all class requirements and prerequisites.
- 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

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 or their equivalent for any class.
- Students academically disqualified from CSUF are limited to six units taken through Open University during the entire summer term.

OPEN UNIVERSITY FEES (subject to change)

\$366	per unit
\$25.45	consolidated course fee
\$4.07	Student ID Card fee
\$25	late registration fee (per transaction)
\$25	per dishonored or returned checks or refuted 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 on or after **March 19, 2018**. Select career: Extended Education.
2. Academic Advisement is encouraged for all Open University students. If you require guidance about what to take or whom to discuss course choices with, please contact:

Suzanne Batista, University Hall, room 123;
phone 657.278.4280 or email sbatista@fullerton.edu

Margaret Luzzi, College Park, room 100;
phone 657.278.7644 or email mluzzi@fullerton.edu
3. **If you are registering by the early registration deadline**, you can register online at ou.fullerton.edu or submit registration/application form in person to the University Extended Education Student Services, 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.
 - b. 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.
 - c. Take the signed form to the academic department office of the course you are adding for stamped approval.
 - d. 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.
 - e. 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 28 and Wednesday, 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 2018 OPEN UNIVERSITY KEY DATES

NOTE: Information below is subject to change without notice.

2018 SUMMER SESSIONS	A	B	C	D	E
Session Dates	May 29-June 29 (5 weeks)	July 2-Aug. 3 (5 weeks)	June 25-Aug. 3 (6 weeks)	May 29-July 20 (8 weeks)	May 29-Aug. 3 (10 weeks)
Early Registration Period: Register online at ou.fullerton.edu or in-person at College Park 100.	On or after April 23	On or after April 23	On or after April 23	On or after April 23	On or after April 23
Early Registration period ends: <ul style="list-style-type: none"> Last day to register online and without the instructor's signature and department stamp. Last day to drop with no record of enrollment and receive a full refund, less \$10 per course. Drops cannot be done online. Note: May 25 - First date registrations can be processed for wait-listed classes with approval. 	5 p.m. May 25	5 p.m. June 29	5 p.m. June 22	5 p.m. May 25	5 p.m. May 25
Late Registration Period (must be done in-person in CP-100): <ul style="list-style-type: none"> Registering requires the registration form, approvals and \$25 late fee. Switching a class within the same session requires a new OU registration approval for the new course to add and \$35 switch fee. Drop Period: <ul style="list-style-type: none"> Dropping a class without a grade of "W" to receive a 65% refund, contact the UEE Student Services office. No approvals required. Change a grade option requires a \$10 fee. 	May 29-June 1	July 2-6	June 25-July 2	May 25-June 5	May 29-June 7
Final Registration day (Must be done in-person in CP-100): <ul style="list-style-type: none"> Last day of the late registration period. No refunds after this date. 	June 1	July 6	July 2	June 5	June 7
Last day to drop a class with a grade of "W" for serious or compelling reasons only. An approved Request for Withdrawal form is required. No refunds.	June 22	July 27	July 27	July 11	July 20

Refund Policy for Open University

To drop a class through Open University, contact UEE Student Services office as soon as possible. **Drops cannot be done online.** 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).

- 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.
- 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.
- Drops after the late registration period for each session are only allowed for serious and compelling reasons. An approved [Request for Withdrawal](#) form is required and no refunds are given.