Request for Approval and Enrollment Instructions

Dates & Details – Spring 2024

STEP 1: **Update/Create Student Record:** This step is required every term you enroll via Open University (OU) and will generate an Open University date specific enrollment appointment window: October 2, 2023 – February 20, 2024.

- **New to CSUF?** Use the Create Student Record link to build your profile, generate a campus wide ID (CWID), obtain a PIN for portal login, and activate your record in the Open University plan.
- **Returning to CSUF?** If you have taken courses, or earned academic credits at Cal State Fullerton, then you have a CWID. Updating your student record may be three parts: a.) regaining access to login to the CSUF Portal, b.) updating your profile, and c.) activating your program & term to enroll through Open University. Use this Returning Student Guide and select the Manage Classes link for a review of steps to activate your record in the Open University plan.

STEP 2: View the current class schedule on or after October 2, 2023 at www.fullerton.edu/schedule and select the spring 2024 semester from the drop down menu.

- Select “Undergraduate” for 100 to 400-level courses, or “Postbaccalaureate” for any 500-level course
- Uncheck “show open classes only” to view all sections of a course available in spring 2024.

STEP 3: Check for Holds: Registration holds will prevent enrollment via Open University.

- **Returning Students:** check the Tasks tile in your Student Homepage.
- **New to CSUF?** You should not have any holds.

Consult with one of the OU Advisors below, if necessary. All registration Holds must be addressed before requesting approval and enrollment to add classes through Open University.

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STEP 4: Request Classes & Enroll: The Request for Approval process opens January 8, 2024 at 8:00 am:

- Go to https://extension.fullerton.edu/ou/ and select the Request for Approval link. Spring 2024 classes start January 20, 2024, so initiate this request early and monitor your tracking code!
- Complete the information requested in this online interface. Be sure any Registration Holds on your Student Record have been removed before submitting a request.
- The Request for Approval and Enrollment transaction is an online communication, routing the request to the instructor of record, and from there, to the academic department of record for the course(s) section(s) requested.
- Once approved by the professor and department, a permit will be placed on your record, and you will receive an email message with instructions to complete enrollment in the Manage Classes tile, then process payment in the Financial Account tile. You will be notified if the enrollment cannot be processed due to physical space, registration holds, or waiting for an active waitlist to expire.
- Upon course payment request, you may message EIP Student Services and provide additional documents regarding payment--such as uploading an approved cross enrollment certification or noting a pending student loan on file. Please have additional documents ready ahead of time.

Refer to the Open University site for additional information and details.

STEP 5: Process Payment. **All fees are due at the time of enrollment.** Once enrolled, select the Financial Account tile in your Student Homepage. Then, the Account Services tab, and next Account Activity to generate the amount due. Select “Make a Payment” and proceed. Open University Fees & Resources.

**IMPORTANT POINTS**

- Academically disqualified (DQ) students may not enroll in more than six 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 OpenUniversity 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/.
Open University Enrollment Fees, Dates & Deadlines – Spring 2024

FEES

$366… per credit unit  *Dates and Fees are subject to change without notice.
$30.62. consolidated course fee
$4.89... student ID card fee
2.65%.. non-refundable merchant fee charged for credit/debit card payments; no charge for E-Check (ACH)
$25..... returned check, refuted credit card payment, or E-Check (ACH) return
$25..... late registration fee
$10...... drop fee (drops occurring January 19 or earlier)

DATES

January 20 First day of spring classes  (Most classes start Monday through Friday: January 22-26)
January 8 – February 5 Request for Approval and Enroll Period: First submit a Request for Approval to obtain permission. If/When approved, enroll in the Manage Classes tile. Monitor your tracking code.
January 8 – January 19 Early Drop Period (no record of enrollment)
January 20 – February 5 Drop Period (no record of enrollment)

January 29 First day enrollments can be processed for waitlisted course sections with approvals.
February 5 Last day to request approval and enroll for a class without using the online Late Add Form process. Last day to DROP without a grade of “W”. Drop a course in the Manage Classes tile for a 65% refund. Last day to change grade option. Last day to swap a class in the Manage Classes tile. Approval and permit must be placed for the swap.
February 6 - 20 Late Request for Approval and Enrollment Period
Submit a Late Add Form petition online at http://records.fullerton.edu/resources/index.php. The instructor, Dept Chair and Associate Dean must approve the late add request. A $25 late fee will be applied to addition to required fees.
February 6 – April 19 Late Withdrawal Period (“W” grade issued)
Authorization shall be granted only for documented serious and compelling reasons. Complete the Request for Withdrawal Process online at http://records.fullerton.edu/services/withdrawal.php. If approved, a grade of “W” will appear on your official transcript.
February 20 Last day to receive a 65% refund of course fees. No refunds after this date.
April 6 Last day to receive a pro-rated refund of the consolidated fee and the student ID card fee for complete withdrawal from classes.
April 19 Final Withdrawal deadline to withdraw from classes with a grade of "W" for serious and compelling reasons by completing the Request for Withdrawal Process online at http://records.fullerton.edu/services/withdrawal.php.
May 10 Last day of instruction.
May 11 - 17 Semester Final Exams.
May 24, 2024 Spring Recess (No Classes) April 1-5; Campus closed on April 1st

EIP Student Services Office: 1111 N. State College Blvd, Titan Hall-Suite 1403, Fullerton, CA, 92831
Hours: Monday-Friday 8 a.m.–5:00 p.m.
Email: EIPConnect@fullerton.edu  Phone: 657.278.2611

Sept 18, 2023