Open University Request for Approval and Enrollment
Instructions and Deadlines – Spring 2023

1. View the current class schedule on or after October 3, 2022 at www.fullerton.edu/schedule and select the Spring 2023 semester.
   ● Select “Undergraduate” for 100 to 400-level courses or “Postbaccalaureate” for any 500-level course.
   ● Un-check “show open classes only” to view all sections of a course offered this semester.

2. Consult with one of the advisors below, if necessary. All registration Holds must be addressed before requesting approval and enrollment to add classes through Open University. Be sure to view your CSUF Student Center for all holds, if applicable. If you are a returning student, contact EIP Student Services at eipconnect@fullerton.edu if you need to re-gain access to the CSUF Portal to view prior Holds.

Advisors for Open University

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3. Prior to January 9, 2023:
   Go to http://ou.fullerton.edu/ and follow the directions to either create and activate a new student record or to update and re-activate a prior student record.

4. January 9 through February 6, 2023
   Submit a Request for Approval and Enrollment transaction online at http://ou.fullerton.edu/, routing the request to the instructor of record, and from there, to the Department of record for the course(s) section(s) requested.
   • Once approved from instructor and department, you will receive an email message directing you to log into the CSUF Portal to enroll and pay fees based on appropriate permissions and availability for specific course sections.

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 Open University 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 and Deadlines – Spring 2023

FEES
$366...  per credit unit
$29.11.  consolidated course fee
$4.65... 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, refusal credit card payment, or E-Check (ACH) return
$25...... late registration fee
$10...... change of grade option
$35...... transfer fee to switch a class (January 23 – February 6)

*Dates and Fees are subject to change without notice.

DATES
January 21               First day of Spring classes  (Most classes start Monday through Friday: January 23-27)
January 9 – February 6   Request for Approval and Enrollment Transaction Period
January 9– January 20    Drop Period (no record of enrollment)
                          To drop a course, contact EIP Student Services by email at eipconnect@fullerton.edu or by phone at 657.278.2611 and leave a message. There will be a $10.00 processing fee.
January 21 – February 6  Drop Period (no record of enrollment)
                          To drop a course, contact EIP Student Services by email at eipconnect@fullerton.edu or by phone at 657.278.2611 and leave a message. A 65% refund will be issued.
January 30               First day enrollments can be processed for wait-listed course sections with approvals.
February 6               Last day to request approval and enrollment for a class without using the online Late Add Process.
                          Last day to DROP without a grade of “W”.
                          Last day to change grade option. Message eipconnect@fullerton.edu. A $10 fee applies.
                          Last day to switch a class for a $35.00 fee.
February 7 – February 21 Late Request for Approval and Enrollment Period
                          Submit a petition for a late add 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 the other required fees.
February 7 – April 21    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 21               Last day to receive a 65% refund of course fees. No refunds after this date.
April 5                   Last day to receive a pro-rated refund of the consolidated fee and the student ID card fee for complete withdrawal from classes.
April 21                  Final Withdrawal deadline to withdraw form 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 12                    Last day of instruction.
                          University Closures – No Classes
                          January 16 – Martin Luther King, Jr. Day (Campus Closed)
                          May 13-19 Semester Final Exams.
                          February 20 – President’s Day (Campus Closed)
                          March 31 – Cesar Chavez Day (Campus Closed)
                          May 26 Spring 2023 grades are due.
                          Spring Break March 27 – March 31

CSUF Extension and International Programs - EIP
EIP Student Services Office: 1111 N. State College Blvd, Titan Hall-Suite 1123, Fullerton, CA, 92831
Hours: Monday-Friday 8 a.m.–5:00 p.m.
Email: eipconnect@fullerton.edu Phone: 657.278.2611

January 2023