

Open University Request for Approval and Enrollment Instructions and Deadlines – Spring 2021

1. View the current class schedule on or after September 28, 2020 at www.fullerton.edu/schedule and select the Spring 2021 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.

Suzanne Batista, Gordon Hall 123B;
sbatista@fullerton.edu or 657.278.4280

Margaret Luzzi, Titan Hall 1123;
mluzzi@fullerton.edu or 657.278.7644

3. If you already have a CWID number (*because you previously attended or applied to CSUF*), please use that assigned CWID number. If you do not recall that number, please click here: <https://my.fullerton.edu/Accounts/CWID/>. If you do not have a CWID number and need to create one, please click here: <https://extension.fullerton.edu/CWID>

4. **Starting January 11, 2021:**

Go to <https://extension.fullerton.edu/ou/spring.aspx>. Click the **Request for Enrollment** button.

Spring 2021 classes start January 23, 2021, so initiate this request early!

- Complete the information requested in this online interface.

The **Request for Approval and Enrollment** transaction is an online communication, routing the request to the instructor of record, and from there, to the Department of record for the course(s) section(s) requested. You may request approval for closed/wait-listed course sections.
- Once approved from instructor and department, you will receive an email message directing you to a link to pay fees for the course(s) at that time. You will be notified if the enrollment cannot be processed due to physical space, registration holds, or waiting for an active-wait list 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.
- **Campus Directory Search located at** <https://apps.fullerton.edu/directory/?Search=>



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/>.

CSUF Extension and International Programs - EIP

Open University Enrollment Fees, Dates and Deadlines – Spring 2021

FEES

\$366....	per credit unit	<i>*Dates and Fees are subject to change without notice.</i>
\$27.81.	consolidated course fee	
\$4.45...	student ID card fee	
2.75%..	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.....	change of grade option	
\$35.....	transfer fee to switch a class (January 23 – February 8)	

DATES

January 23	First day of Spring classes
January 11 – February 8	Request for Approval and Enrollment Transaction Period
January 11 – January 22	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 23 – February 8	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.
February 2	First day enrollments can be processed for wait-listed course sections with approvals.
February 8	Last day to request approval and enrollment for a class without using a Late Add Petition Form. 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 9 – February 22	Late Request for Approval and Enrollment Period Submit a completed <i>Open University Late Add Petition Form</i> at https://ueestatic.fullerton.edu/static/OU/pdf/late-add-petition.pdf with dated instructor, department chair, and associate dean signatures or email approvals, to EIP Student Services at EIPConnect@fullerton.edu . A \$25 late fee will be applied to the other required fees.
February 9 – April 23	Late Withdrawal Period (“W” grade issued) Authorization shall be granted only for documented serious and compelling reasons. Complete the <i>Request for Withdrawal Process</i> online at http://records.fullerton.edu/services/withdrawal.php . If approved, a grade of “W” will appear on your official transcript.
February 22	Last day to receive a 65% refund of course fees. No refunds after this date.
April 7	Last day to receive a pro-rated refund of the consolidated fee and the student ID card fee for complete withdrawal from classes.
April 23	Final Withdrawal deadline to withdraw from classes with a grade of “W” for serious and compelling reasons by completing the <i>Request for Withdrawal Process</i> online at http://records.fullerton.edu/services/withdrawal.php .
May 14	Last day of instruction.
May 15 - 21	Semester Final Exams.
May 28	Spring 2021 grades are due.

University Closures – No Classes

January 18 – Martin Luther King, Jr. Day (Campus Closed)

February 15 – President’s Day (Campus Closed)

March 31 – Cesar Chavez Day (Campus Closed)

Spring Break March 29 – April 4; March 31 (Campus Closed)

EIP Student Services Office: 1111 N. State College Blvd, Suite 1117, Fullerton, CA, 92831 (Titan Hall)

Hours: Monday - Friday 8 a.m.–5:00 p.m.

Email: EIPConnect@fullerton.edu

Phone: 657.278.2611