

Open University at CSUF University Extension

General Instructions, Dates & Details – Spring 2025

STEP 1: Assign an OU Enrollment Appointment: This step is required every term you enroll via Open University (OU) and will generate an OU date specific enrollment appointment (registration date): January 6 - February 4, 2025.

- **New to CSUF?** Use the [New Student Creation](#) 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. [New Student Record Creation Guide](#)
- **Returning to CSUF?** 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 at www.fullerton.edu/schedule and select spring 2025 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 2025.

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 at ouadvising@fullerton.edu, if necessary. All registration **Holds** must be addressed before enrolling and/or using the Request for Approval process to add classes through Open University.

STEP 4: Enroll or Request for Approval: The **Request for Approval** process opens **January 6, 2025 at 8:00 am:**

- **Enroll in open sections** in the Manage Classes tile with an OU enrollment appointment, for courses you have met requisites through week one of the semester.
- **For closed, waitlisted or requisites documentation** (including department consent), go to <https://extension.fullerton.edu/ou/> and select the **Request for Approval** link. Spring 2025 classes start **January 18, 2025**. Initiate this request early and monitor your tracking code!
- Complete the Request for Approval and resolve any registration Holds in the Tasks tile before enrolling. The request will be routed to the instructor of record, and then the academic department for the course(s) section(s) requested. Once approved a permit will be placed on your record, and you will receive an email with instructions to complete enrollment in the [Manage Classes](#) tile. 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, contact **Extension Student Services**, eipconnect@fullerton.edu with any additional documents regarding payment, *such as* an approved cross enrollment certification or pending student loans.

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](#). FASFA-awarded financial aid cannot be used to pay OU course fees but a [private student loan](#) may be an option.

Refer to [OU General Instructions](#) and [OU Spring Dates & Details](#) for additional information.

IMPORTANT POINTS

- Students experiencing academic disqualification (ADQ) may enroll in a maximum of 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 2025

FEES

\$366....	per credit unit
\$31.84.	consolidated course fee
\$5.09...	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

**Dates and Fees are subject to change without notice.*

DATES

January 18	First day of spring classes (Most classes start Tuesday through Friday: January 21-24)
January 6 – February 4	Enroll or Request for Approval Process Transaction Period: If the course is open enroll in the Manage Classes tile. If the course is closed, waitlisted or you need to document requisites, first submit a Request for Approval to obtain permission. If/When approved, enroll in the Manage Classes tile. Monitor your tracking code. If you need to swap a course, use the SWAP Classes feature.
January 6 – January 17	Early Drop Period (no record of enrollment) Drop a course in the Manage Classes tile in your Student Homepage. January 6 – January 17 you are eligible for a full refund, less a \$10 processing fee. To swap a course, use the SWAP Classes feature.
January 18 – February 4	Drop Period (no record of enrollment) Drop a course in the Manage Classes tile in your Student Homepage. January 18 – February 4 you are eligible for a 65% refund. This means you will owe 35% of the fees. To swap a course, use the SWAP Classes feature.
January 27	First day enrollments can be processed for waitlisted course sections with approvals.
February 4	Last day to initiate Request for Approval and enroll for a class without using the Late Add 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 5 - 18	Late Add Period Submit a petition for Late Add Form petition online at https://registrar.fullerton.edu/forms/?itemID=4f42-9b95-d31e104-1 . The instructor, Dept Chair and Associate Dean must approve the late add request. A \$25 late fee will be applied in addition to required fees.
February 5 – April 18	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 https://registrar.fullerton.edu/forms/?itemID=4f42-9b95-d31e68-0 . If approved, a grade of “W” will appear on your official transcript.
February 18	Last day to receive a 65% refund of course fees. No refunds after this date.
March 26	Last day to receive a pro-rated refund of the consolidated fee and the student ID card fee for complete withdrawal from classes.
April 18	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 https://registrar.fullerton.edu/forms/?itemID=4f42-9b95-d31e68-0 .
May 9	Last day of instruction.
May 10 - 16	Semester Final Exams .
May 23, 2025	Spring 2025 grades are due.

University Closures – No Classes

January 20 – Martin Luther King, Jr. observed (Campus Closed)
February 14 – President’s Day observed (Campus Closed)
Spring Recess (No Classes) March 31-April 4; Campus closed on March 31

University Extension Student Services

Office: 2600 Nutwood Ave. Suite 950, Fullerton, CA, 92831

Hours: Monday-Friday 8 a.m.–5:00 p.m.

Email: EIPConnect@fullerton.edu

Phone: 657.278.2611