Open University Enrollment Steps and Deadlines—Spring 2020

1. Go to [http://ou.fullerton.edu](http://ou.fullerton.edu) to print the OU registration/application form or pick up a paper copy at Titan Hall 1117.

2. View the current class schedule at [www.fullerton.edu/schedule](http://www.fullerton.edu/schedule) and select the Spring 2020 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.

3. Please fill out the OU registration/application form with personal information and list the subject area/catalog number (e.g. BIOL 101) on the registration portion of the form for the course(s) you are considering. Fill in the class schedule number once you have approval for a specific section of a course. Prerequisites (or their equivalents) must be met for all courses selected.

4. Please review, acknowledge and provide your signature in the center box listed on the registration form.

5. Consult with one of the advisors below, if necessary. All registration/academic holds should be addressed before requesting permission to add classes through Open University.
   - Suzanne Batista, Gordon Hall 123B; sbatista@fullerton.edu or 657.278.4280
   - Margaret Luzzi, Titan Hall 1123; mluzzi@fullerton.edu or 657.278.7644

6. Attend the first session of class. Obtain the instructor’s signature and date. The Spring 2020 semester starts on Saturday, January 18 with most classes starting Tuesday through Friday, January 21-24. If the course section is online, please reach out to the instructor and department of the course the week of January 13 to request approvals by email.

7. Obtain the academic department approval stamp for each class listed.

8. Submit approved OU registration/application form to EIP Student Services in Titan Hall 1117 to enroll and pay fees.

**Key Points**

- Academically disqualified (DQ) students may not enroll in more than six (6) 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/](http://catalog.fullerton.edu/).
Open University Enrollment Fees, Dates and Deadlines – Spring 2020

$366... per credit unit  
$27.13...consolidated course fee  
$4.34...Titan Card Activation fee  
$25...... dishonored or returned check or refuted credit card payment  
$25...... late registration fee  
$10...... change of grade option  
$35...... transfer fee to switch a class (January 18 to February 3)

*Dates and fees are subject to change without notice

DATES

January 18  First Day of Saturday Classes. Most classes start Tuesday through Friday, January 21-24
January 20  Campus Closed
January 18 – February 3  Registration Period.  
Once registered, the refund for dropping a class will be no more than 65%. There are no refunds after February 17  
Drop Period (No Record).  
To drop a course, contact EIP Student Services in Titan Hall, Suite 1117. No permission is required. The refund for dropping a class during this time is 65%. There will be no record of enrollment.

January 28  First day registrations can be processed for wait-listed classes with approvals
February 3  Last day to register without the late add petition.  
Last day to drop WITHOUT a grade of “W”.  
Last day to change grade option.  
Last day to switch a class for a $35 fee.
February 4 – 17  Late Registration Period.  
Submit an Open University Late Add Petition Form with Enrollment Application Form complete with dated instructor, department chair and associate dean signatures. A late registration fee of $25 will apply. No personal checks accepted during late registration.  
Withdrawal Period (“W” drop).  
Authorization shall be granted only for documented serious and compelling reasons. Complete the Request for Withdrawal Process online at Late Withdrawal Process. If approved, a grade of “W” will appear on your official transcript.

February 21  Campus Closed
February 17  Last day to receive a 65% refund of total class fees. (No refunds after this date)
February 18 – April 17  Late Withdrawal Period (“W” drop)  
Authorization shall be granted only for documented serious and compelling reasons. Complete the Request for Withdrawal Process online at Late Withdrawal Process. If approved, a grade of “W” will appear on your official transcript.

April 3  Last day to receive a pro-rated refund of the $27.13 consolidated fee and the $4.34 Titan Card fee for complete withdrawal from classes.
April 17  Final Withdrawal deadline. Final deadline to withdraw from classes with a grade of “W” for serious and compelling reasons only by completing the Request for Withdrawal Process online at Late Withdrawal Process.
May 8  Last day of class instruction.
May 9 – 15  Semester examinations.
May 18 – 21  Commencement Exercises
May 22  Semester Ends. Grades are due.

Campus Closures – No Classes
Mon, January 20  Martin Luther King Jr. (Campus Closed)  
March 30–April 4 Spring Recess (Campus Open, except March 31)
Fri, February 21  President’s Day (Campus Closed)  
May 25  Memorial Day (Campus Closed)
Tues, March 31  Cesar Chavez Day (Campus Closed)

CSUF EIP Student Services Office:  1111 N. State College Blvd, Suite 1117, Fullerton, CA 92831 (Titan Hall)
Hours: Monday-Thursday 8 a.m.–5:30 p.m., Friday 8 a.m. – 5 p.m.
Phone: 657.278.2611  Fax: 657.278.2088  Email: EIPconnect@fullerton.edu
Extended Hours for Spring 2020 Registration:  8 a.m.-6 p.m., M, T, W, TH ONLY; January 21 to February 3  
See Reverse

October 2019