Request for Approval and Enrollment Instructions

Dates & Details – Fall 2023

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.

- **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 steps: 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 March 13, 2023 at www.fullerton.edu/schedule and select the Fall 2023 semester.

- 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 fall 2023.

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.

<table>
<thead>
<tr>
<th>Suzanne Batista</th>
<th>Michelle Hernandez</th>
<th>Margaret Luzzi</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:sbatista@fullerton.edu">sbatista@fullerton.edu</a></td>
<td><a href="mailto:mihernandez@fullerton.edu">mihernandez@fullerton.edu</a></td>
<td><a href="mailto:mluzzi@fullerton.edu">mluzzi@fullerton.edu</a></td>
</tr>
</tbody>
</table>

STEP 4: Register for Classes: Request for Approval and Enrollment opens August 7, 2023 at 8:00 am:

- Go to [https://extension.fullerton.edu/ou/](https://extension.fullerton.edu/ou/) and select the **Request for Approval link** Fall 2023 classes start August 19, 2023, so initiate this request early!
- 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 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 Mange Classes tile and 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 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 & Deadlines – Fall 2023

FEES
$366... per credit unit
$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)
$25.00 returned check, refunded credit card payment, or E-Check (ACH) return
$25.... late registration fee
$10..... drop fee (drops occurring August 19 or earlier)

*Dates and Fees are subject to change without notice.

DATES
August 19  First day of Fall classes (Most classes start Monday through Friday: August 21-25)
August 7 – September 5  Request for Approval and Enrollment Transaction Period
August 7 -August 18  Drop Period (no record of enrollment)
Drop a course in the Manage Classes tile in your Student Homepage. August 7-August 18 you are eligible for a full refund, less a $10 processing fee.
August 19 – September 5  Drop Period (no record of enrollment)
Drop a course in the Manage Classes tile in your Student Homepage. August 19-September 5 you are eligible for a 65% refund.
August 28  First day enrollments can be processed for waitlisted course sections with approvals.
September 5  Last day to request approval and enroll for a class without using the online 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.
September 6 - 18  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 addition to required fees.
September 6 – November 10  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.
September 18  Last day to receive a 65% refund of course fees. No refunds after this date.
October 25  Last day to receive a pro-rated refund of the consolidated fee and the student ID card fee for complete withdrawal from classes.
November 10  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.
December 8  Last day of instruction. University Closures – No Classes
December 10 - 15  Semester Final Exams.  September 4 – Labor Day observed (Campus Closed)
November 10 – Veterans Day observed (Campus Closed)
Fall Recess (No Classes) Nov 20-25; Campus closed Nov 23-24
Jan 2, 2024  Fall 2022 grades are due. Winter Break: December 22, 2023 - January 1, 2024

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