

Request for Approval and Enrollment Instructions

Dates & Details – Fall 2024

STEP 1: Assign a OU Enrollment Appointment: This step is required every term you enroll via Open University (OU) and will generate an Open University date specific enrollment appointment (aka registration date).

- **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. [New Student Record Creation Guide](#)
- **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* 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 the Fall 2024 semester 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 fall 2024.

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.
Suzanne Batista, sbatista@fullerton.edu OR **Michelle Hernandez**, mihernandez@fullerton.edu

STEP 4: Request Classes & Enroll: The Request for Approval process opens **August 12, 2024 at 8:00 am:**

- Enroll in open sections in the Manage Classes tile with an OU enrollment appointment.
- For courses that are closed, waitlisted or you need to document prerequisites or department consent, go to <https://extension.fullerton.edu/ou/> and select the [Request for Approval link](#). **Fall 2024 classes start August 24, 2024, so initiate this request early!**
- Complete the Request for Approval and be sure to resolve any registration Holds in the Tasks tile (in the Student Homepage), 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 academic 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 **Extension 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 [OU General Instructions](#), and [Fall Dates & Details](#) 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

- CSUF 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 & Details – Fall 2024

FEES

\$366....	per credit unit	<i>*Dates and Fees are subject to change without notice.</i>
\$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	
\$10.....	drop fee	

DATES

August 24	First day of Fall classes. Most classes start Monday through Friday: August 26-30.
August 12 – September 10	Enrollment and Request for Approval process Transaction Period
August 12 -August 23	Drop Period (no record of enrollment) Drop a course in the Manage Classes tile in your Student Homepage. August 12-August 23 you are eligible for a full refund, less a \$10 processing fee.
August 24 – September 10	Drop Period (no record of enrollment) Drop a course in the Manage Classes tile in your Student Homepage. August 24-September 10 you are eligible for a 65% refund. 35% of fees are retained. Drops due to administrative disenrollment for non-payment owe 35% of total fees.
September 2	First day enrollments can be processed for waitlisted course sections with approvals.
September 10	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.
September 11 - 23	Late Add Request for Approval and Enrollment Period Submit a petition for a late add form 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 in addition to required fees.
September 11 – November 15	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.
September 10	Last day to receive a 65% refund of course fees. No refunds after this date.
October 30	Last day to receive a pro-rated refund of the consolidated fee and the student ID card fee for complete withdrawal from classes.
November 15	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 .
December 13	Last day of instruction.
December 14 - 20	Semester Final Exams .
Jan 2, 2025	Fall 2024 grades are due.

University Closures – No Classes

September 2 – Labor Day (Campus Closed)
November 11 – Veterans Day (Campus Closed)
Fall Recess (No Classes) Nov 26-29; Campus closed Nov 28-29
Winter Break: December 24, 2023 - January 1, 2024

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

August 5, 2024