

## Open University Request for Approval and Enrollment Instructions and Deadlines – Fall 2022

1. View the current class schedule on or after March 14, 2022 at [www.fullerton.edu/schedule](http://www.fullerton.edu/schedule) and select the Fall 2022 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 Home Page for all holds, if applicable.

Suzanne Batista, Gordon Hall 123B; [sbatista@fullerton.edu](mailto:sbatista@fullerton.edu)

Margaret Luzzi, Titan Hall 1123; [mluzzi@fullerton.edu](mailto:mluzzi@fullerton.edu)

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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 August 8, 2022:**

Go to <http://ou.fullerton.edu/fall> and click the **Request for Approval and Enrollment link**.  
**Fall 2022 classes start August 20, 2022, 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 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.
  - Refer to the OU site at <http://extension.fullerton.edu/ou> for information
  - on Covid-19 vaccination requirements for enrollment through Open University.

### 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 – Fall 2022

### FEES

\$366....	per credit unit	<i>*Dates and Fees are subject to change without notice.</i>
\$29.11.	consolidated course fee	
\$4.65...	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, refunded credit card payment, or E-Check (ACH) return	
\$25.....	late registration fee	
\$10.....	change of grade option	
\$35.....	transfer fee to switch a class (August 20 – September 6)	

### DATES

<b>August 20</b>	<b>First day of Fall classes</b>	<b>(Most classes start Monday through Friday: August 22-26)</b>
<b>August 8 – September 6</b>	<b>Request for Approval and Enrollment Transaction Period</b>	
<b>August 8 -August 19</b>	<b>Drop Period</b> (no record of enrollment) To drop a course, contact EIP Student Services by email at <a href="mailto:eipconnect@fullerton.edu">eipconnect@fullerton.edu</a> or by phone at 657.278.2611 and leave a message. There will be a \$10.00 processing fee.	
<b>August 20 – September 6</b>	<b>Drop Period</b> (no record of enrollment) To drop a course, contact EIP Student Services by email at <a href="mailto:eipconnect@fullerton.edu">eipconnect@fullerton.edu</a> or by phone at 657.278.2611 and leave a message. A 65% refund will be issued.	
<b>August 29</b>	<b>First day enrollments can be processed for wait-listed course sections with approvals.</b>	
<b>September 6</b>	<b>Last day to request approval and enrollment for a class without using the online Late Add Process.</b> <b>Last day to DROP without a grade of “W”.</b> <b>Last day to change grade option.</b> Message <a href="mailto:eipconnect@fullerton.edu">eipconnect@fullerton.edu</a> . A \$10 fee applies. <b>Last day to switch a class for a \$35.00 fee.</b>	
<b>September 7 - 19</b>	<b>Late Request for Approval and Enrollment Period</b> Submit a petition for a late add online at <a href="http://records.fullerton.edu/resources/index.php">http://records.fullerton.edu/resources/index.php</a> . The instructor, Dept Chair and Associate Dean must approve the late add request. A \$25 late fee will be applied to the other required fees.	
<b>September 7 – November 11</b>	<b>Late Withdrawal Period (“W” grade issued)</b> Authorization shall be granted only for documented serious and compelling reasons. Complete the <i>Request for Withdrawal Process</i> online at <a href="http://records.fullerton.edu/services/withdrawal.php">http://records.fullerton.edu/services/withdrawal.php</a> . If approved, a grade of “W” will appear on your official transcript.	
<b>September 19</b>	<b>Last day to receive a 65% refund of course fees.</b> No refunds after this date.	
<b>October 26</b>	<b>Last day to receive a pro-rated refund of the consolidated fee and the student ID card fee for complete withdrawal from classes.</b>	
<b>November 11</b>	<b>Final Withdrawal deadline</b> 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 <a href="http://records.fullerton.edu/services/withdrawal.php">http://records.fullerton.edu/services/withdrawal.php</a> .	
<b>December 9</b>	Last day of instruction.	<b>University Closures – No Classes</b>
<b>December 10 - 16</b>	Semester Final Exams.	September 5 – Labor Day (Campus Closed) November 11 – Veterans Day (Campus Closed)
<b>Jan 3, 2023</b>	Fall Recess (No Classes) Nov 21-27; Campus closed Nov 24-25 Fall 2022 grades are due.	Winter Break: December 23, 2022 - January 2, 2023

**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](mailto:EIPConnect@fullerton.edu) **Phone:** 657.278.2611