Open University Request for Approval and Enrollment
Instructions and Deadlines– Fall 2021

1. View the current class schedule on or after March 15, 2021 at www.fullerton.edu/schedule and select the Fall 2021 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 Center for all holds, if applicable.
   Suzanne Batista, Gordon Hall 123B; Margaret Luzzi, Titan Hall 1123; sbatista@fullerton.edu or 657.278.4280 mluzzi@fullerton.edu or 657.278.7644

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 9, 2021:
   Go to https://extension.fullerton.edu/ou/fall.aspx. Click on the Request for Enrollment button.
   Fall 2021 classes start August 21, 2021, so initiate this request early!
   - Complete the information requested in this online interface.
     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. You may request approval for open, closed or wait-listed course sections.
     - 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, which would delay official enrollment until Monday of week two of the semester.
     - 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.
   - Campus Directory Search located at https://apps.fullerton.edu/directory/?Search=

**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/.
Open University Enrollment Fees, Dates and Deadlines – Fall 2021

FEES
$366... per credit unit
$28.34. consolidated course fee
$4.53... student ID card fee
2.65%.. credit/debit card convenience fee per transaction; no charge for E-Check (ACH)
$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 (August 21 – September 7)

*Dates and Fees are subject to change without notice.

DATES

August 21  First day of Fall classes

August 9 – September 7  Request for Approval and Enrollment Transaction Period

August 9 – August 20  Early Drop Period (no record of enrollment)
To drop a course, contact EIP Student Services by email at EIPConnect@fullerton.edu or by phone at 657.278.2611 and leave a message. There will be a $10.00 processing fee.

August 21 – September 7  Drop Period (no record of enrollment)
To drop a course, contact EIP Student Services by email at EIPConnect@fullerton.edu or by phone at 657.278.2611 and leave a message. A 65% refund will be issued.

August 30  First day enrollments can be processed for wait-listed course sections with approvals.

September 7  Last day to request approval and enrollment for a class without using a Late Add Petition Request.
Last day to DROP without a grade of “W”.
Last day to change grade option. Email: EIPConnect@fullerton.edu. A $10 fee applies.
Last day to switch a class for a $35.00 fee.

September 8 – 20  Late Request for Approval and Enrollment Period
Submit electronic Open University Late Add Petition Request at: https://ueestatic.fullerton.edu/static/OU/pdf/late-add-petition.pdf to obtain instructor, department chair, and associate dean approvals.
A $25 late fee will be applied.

September 8 – November 12  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 20  Last day to receive a 65% refund of course fees. No refunds after this date.

October 27  Last day to receive a pro-rated refund of the consolidated fee and the Titan Card fee for complete withdrawal from classes.

November 12  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 10  Last day of instruction.
University Closures – No Classes
September 6 – Labor Day (Campus Closed)

December 13 – 17  Semester Final Exams.
November 11 – Veterans Day Observed (Campus Closed)
Fall Recess (No Classes); 22-26; Campus Closed Nov 25-26

January 3, 2022  Fall 2021 grades are due.
Winter Break; December 25 – January 2; Campus Closed

EIP Student Services Office: 1111 N. State College Blvd, Suite 1117, Fullerton, CA, 92831 (Titan Hall)
Hours: Monday - Friday 8 a.m.–5:00 p.m.
Email: eipconnect@fullerton.edu  Phone: 657.278.2611