

CSUF OPEN UNIVERSITY GENERAL INSTRUCTIONS, DATES & DETAILS - FALL 2025

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| STEP 1 | <p>Assign an 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).</p> <ul style="list-style-type: none"> First Time at 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 Already have a CWID? If you have applied to CSUF, taken courses, or earned academic credits at Cal State Fullerton, then you have a CWID. Updating your student record may be <i>three</i> 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 | <p>View the current class schedule at www.fullerton.edu/schedule and select the Fall 2025 semester from the drop-down menu.</p> <ul style="list-style-type: none"> 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 2025. |
| STEP 3 | <p>Check for Holds: Registration holds will prevent enrollment via Open University.</p> <ul style="list-style-type: none"> First Time at CSUF? You should not have any holds. Returning Students? Check the Tasks tile on your Student Homepage. Consult with one of the OU Advisors at ouadvising@fullerton.edu, if necessary. All registration Holds must be addressed before enrolling and/or using the Request for Approval process to add classes through CSUF Open University. |
| STEP 4 | <p>Enroll or Request Approval: This process opens August 11, 2025, after 8:00 am</p> <ul style="list-style-type: none"> Enroll in open sections in the Manage Classes tile with an OU enrollment appointment. For closed, waitlisted courses that need requisite documentation (including prerequisite, department consent, major declarations, etc.), go to https://extension.fullerton.edu/ou/ and select the Request for Approval link. Initiate this request early and monitor your tracking code! Complete the Request for Approval and resolve any registration Holds in the Tasks tile (Student Homepage), before enrolling. The request will be routed to the instructor of record, and then the academic department for the course(s) section(s) requested. If approved by the instructor and department, a permit will be placed on your record, and you will receive an email message with instructions to complete enrollment in the Manage Classes 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. <p>Refer to the OU General Instructions, and Fall Dates & Details for additional information and details.</p> |
| STEP 5 | <p>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.</p> <ul style="list-style-type: none"> Upon course payment contact University Extension Student Services, eipconnect@fullerton.edu with any additional documents regarding payment--<i>such as</i> an approved cross enrollment certification or a pending student loan on file. |

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 count towards the cumulative units required for a bachelor’s degree at CSUF. Courses taken through Open University 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 <https://www.fullerton.edu/catalog/>.

**Dates and fees are subject to change without notice*

| FEES* | | | |
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| \$366 | Per Credit Unit | \$25 | Returned check, refuted credit card payment, or E-Check (ACH) |
| \$32.92 | Consolidated Course Fee | \$25 | Late registration fee |
| \$5.26 | Student ID card Fee | \$10 | Drop Fee |
| 2.65% | Non-refundable merchant fee charged for credit/debit card payments; no charge for E-check (ACH) | | |

| DATES* | |
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| August 23 | First Day of Fall classes. Most classes start Monday – Friday: August 25 - 29 |
| August 11 – September 9 | Enroll or Request for Approval Process: If the course is open enroll in the Manage Classes tile. If the course is closed, waitlisted or you need to document requisites, first submit a Request for Approval to obtain permission. If/when approved, enroll in the Manage Classes tile. Monitor your tracking code. If you need to swap a course, use the Swap classes feature. |
| August 11 – August 22 | Early Drop Period (no record of enrollment) Drop a course in the Manage Classes tile in your Student Homepage. You are eligible for a full refund, less a \$10 processing fee. To swap a course, use the Swap classes feature. |
| August 23 – September 9 | Drop Period (no record of enrollment) Drop a course in the Manage Classes tile in your Student Homepage. 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. To swap a course, use the Swap classes feature. |
| September 1 | First day enrollments can be processed for waitlisted course sections with approvals |
| September 9 | 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 9 | Last day to receive a 65% refund of course fees. No refunds after this date. |
| September 10 - 22 | Late Add Request for Approval and Enrollment Period Submit a petition for late Add at https://registrar.fullerton.edu/forms/ . 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 10 – November 14 | 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 https://registrar.fullerton.edu/forms/ . If approved, a grade of “W” will appear on your official transcript. |
| October 29 | Last day to receive a pro-rated refund of the consolidated fee and the student ID card fees for complete withdrawal from classes. |
| November 14 | 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 https://registrar.fullerton.edu/forms/ |
| December 12 | Last day of instruction. |
| December 15 - 19 | Semester Final Exams |
| January 2, 2026 | Fall 2025 grades are due. |

| UNIVERSITY CLOSURES – NO CLASSES | | | |
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| September 1 | Labor Day (Campus Closed) | November 11 | Veterans Day Campus Closed |
| Fall Recess | No classes 24- 28; Campus closed Nov. 27 & 28 | Winter Break | December 24, 2025 – January 1, 2026 |

| UNIVERSITY EXTENSION |
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| 2600 Nutwood Ave. Suite 950, Fullerton, CA, 92831 Business Hours: Monday - Friday 8:00 a.m. – 5:00 p.m. Email: EIPconnect@fullerton.edu Phone: 657.278.2611 |