

Open University Request for Approval and Enrollment Instructions and Deadlines– Fall 2020

1. View the current class schedule on or after March 16, 2020 at www.fullerton.edu/schedule and select the Fall 2020 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;
sbatista@fullerton.edu or 657.278.4280

Margaret Luzzi, Titan Hall 1123;
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 10, 2020:

Go to <https://extension.fullerton.edu/ou/fall.aspx>. Click on the **Request for Enrollment** button.

Fall 2020 classes start August 22, 2020, 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 closed/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.
- 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/>.

CSUF Extension and International Programs - EIP

Open University Enrollment Fees, Dates and Deadlines – Fall 2020

FEES

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| \$366.... | per credit unit | <i>*Dates and Fees are subject to change without notice.</i> |
| \$27.81. | consolidated course fee | |
| \$4.45... | student ID card fee | |
| 2.75%.. | 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 22 – September 8) | |

DATES

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|----------------------------------|--|--|
| August 22 | First day of Fall classes | *All or most classes conducted virtually/online |
| August 10 – September 8 | Request for Approval and Enrollment Transaction Period | |
| August 10 – 21 | 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 22 – September 8 | 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 31 | First day enrollments can be processed for wait-listed course sections with approvals. | |
| September 8 | Last day to request approval and enrollment for a class without using a Late Add Petition Form. Last day to DROP without a grade of “W”. Last day to change grade option. Message EIPConnect@fullerton.edu . A \$10 fee applies. Last day to switch a class for a \$35.00 fee. | |
| September 9 – 21 | Late Request for Approval and Enrollment Period Submit a completed <i>Open University Late Add Petition Form</i> at https://ueestatic.fullerton.edu/static/OU/pdf/late-add-petition.pdf with dated instructor, department chair, and associate dean signatures or email approvals, to EIP Student Services at EIPConnect@fullerton.edu . A \$25 late fee will be applied to the other required fees. | |
| September 9 – November 13 | 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 21 | Last day to receive a 65% refund of course fees. No refunds after this date. | |
| October 28 | Last day to receive a pro-rated refund of the consolidated fee and the Titan Card fee for complete withdrawal from classes. | |
| November 13 | 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 11 | Last day of instruction. | University Closures – No Classes |
| December 14 – 19 | Semester Final Exams. | September 7 – Labor Day (Campus Closed) |
| | | November 11 – Veterans Day Observed (Campus Closed) |
| | | Fall Recess (No Classes); 23-27; Campus Closed Nov 26-27 |
| January 4, 2021 | Fall 2020 grades are due. | Winter Break; December 24 – January 1; 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