

OPEN UNIVERSITY ENROLLMENT INFORMATION AND DEADLINES

ELIGIBILITY

Open University Enrollment provides an opportunity for individuals not currently admitted to Cal State Fullerton, to enroll in undergraduate and graduate-level classes they are eligible to complete and with appropriate permissions.

Open University is not available to:

- Students who are already officially admitted to Cal State Fullerton during the Summer 2020 term. (Register through Titan Online Student Center)
- All applicants, regardless of citizenship, who have not attended, for at least three years, a school at the secondary level or beyond in which English was the principal language of instruction. These applicants are required to score above the minimums on the Test of English as a Foreign Language (TOEFL): 500 (PBT) or 61 (iBT); or IELTS of 5.5. Verification of test score must be presented when registering. See international.fullerton.edu/admissions for more information.

COURSE REQUIREMENTS AND GRADES

- Students are required to participate fully and meet all class requirements and prerequisites.
- Grades for classes completed through Open University become a part of the student's official university academic transcript. For instructions on obtaining transcripts, go to admissions.fullerton.edu/formerstudent/transcripts.php

KEY POINTS

- A maximum of 24 credits earned through Open University enrollment may count towards the cumulative units needed for a bachelor's degree at CSUF. Credits earned through Open University may not be used to fulfill the residence requirement (30 semester units) for a bachelor's degree at CSUF. For graduate degrees at CSUF, normally 6 to 9 units of approved credits earned through Open University enrollment may apply, but for degrees which require more than 30 units, more units of credit may apply. Please consult the graduate advisor for the specific degree program.
- Students must meet the stated prerequisites or their equivalent for any class.
- Students academically disqualified from CSUF are limited to six units taken through Open University during the entire summer term.

OPEN UNIVERSITY FEES (subject to change)

\$366	per unit
\$27.13	consolidated course fee
\$4.34	Student ID Card fee
\$25	late registration fee (per transaction)
\$25	per dishonored or returned checks or refuted credit card payments
\$10	change of grade option
\$35	class switch fee (within the same session)

REGISTRATION INSTRUCTIONS

1. Check the Summer class schedule for days and times of the class you need at www.fullerton.edu/schedule on or after **March 2, 2020**. Select Career: Extended Education.
2. Academic Advisement is encouraged for all Open University students. If you require guidance about what to take or whom to discuss course choices with, please contact:

Suzanne Batista, Gordon Hall, room 123B;
phone 657.278.4280 or email sbatista@fullerton.edu

Margaret Luzzi, Titan Hall, room 1123;
phone 657.278.7644 or email mluzzi@fullerton.edu
3. **If you are registering by the early registration deadline**, you can register online at ou.fullerton.edu or submit registration/application form in person to EIP Student Services. Payment is due at the time of registration. Please refer to the Summer [Open University Dates and Deadlines](#).
4. **If you are registering after the early registration deadline**, registration is on an approval (space available) basis.
 - a. Download PDF's of the Open University Registration/ Application form at ou.fullerton.edu.
 - b. Attend the first class meeting and obtain the instructor's approval signature on the registration form. Instructors may wait to sign until they are certain space is available.
 - c. Take the signed form to the academic department office of the course you are adding for stamped approval.
 - d. Return the registration form, complete with all necessary approvals, to the EIP Student Services office to be processed. Payment is required at the time of registration.
 - e. Retain your receipt to verify enrollment for the instructor.

EIP STUDENT SERVICES

Office: 1111 N. State College Blvd, Suite 1117
Fullerton, CA 92831 (Titan Hall)

EIP Student Services will be closed:
Monday, May 25 and Friday, July 3

Hours:

Monday - Thursday 8 a.m. to 5:30 p.m.
Friday 8 a.m. to 5 p.m.

Office Telephone Number: 657.278.2611

Office Fax Number: 657.278.2088

Email: EIPConnect@fullerton.edu

SUMMER 2020 OPEN UNIVERSITY KEY DATES

NOTE: Information below is subject to change without notice.

2020 SUMMER SESSIONS	A	B	C	D	E
Session Dates	May 26-June 26 (5 weeks)	June 29-July 31 (5 weeks)	June 22-July 31 (6 weeks)	May 26-July 17 (8 weeks)	May 26-July 31 (10 weeks)
Early Registration Period starts: Register online at ou.fullerton.edu or in-person in EIP Student Services.	On or after April 6	On or after April 6	On or after April 6	On or after April 6	On or after April 6
Early Registration period ends: <ul style="list-style-type: none"> Last day to register online and without the instructor's signature and department stamp. Last day to drop with no record of enrollment and receive a full refund, less \$10 per course. Drops cannot be done online. Note: May 22 - First date registrations can be processed for wait-listed classes with approval (on a space available basis). 	5 p.m. May 22	5 p.m. June 26	5 p.m. June 19	5 p.m. May 22	5 p.m. May 22
Late Registration Period (must be done in-person in EIP Student Services): <ul style="list-style-type: none"> Registering requires the registration form, approvals and \$25 late fee. Switching a class within the same session requires a new OU registration approval for the new course to add and \$35 switch fee. Drop Period: <ul style="list-style-type: none"> Dropping a class without a grade of "W" to receive a 65% refund, contact the EIP Student Services office. No approvals required. Change a grade option requires a \$10 fee. 	May 26-May 29	June 29-July 2	June 22-June 26	May 26-June 2	May 26-June 4
Final Registration day (Must be done in-person in EIP Student Services): <ul style="list-style-type: none"> Last day of the late registration period. No refunds after this date. 	May 29	July 2	June 26	June 2	June 4
Last day to drop a class with a grade of "W" for serious or compelling reasons only. An approved Request for Withdrawal process is required. No refunds.	June 19	July 24	July 23	July 6	July 17

Refund Policy for Open University

To drop a class through Open University, contact EIP Student Services office as soon as possible. **Drops cannot be done online.** Refunds will be based on the date the drop is requested. Check the registration and withdrawal dates of the specific session for the class you are taking (see above).

- If requested during the early registration period, you will receive a full refund minus \$10 per course. Signatures are not required and there will be no record of enrollment.
- If requested on or after the start of the specific session but within the drop period, you will receive a refund of 65%. Signatures are not required and there will be no record of enrollment.
- Drops after the late registration period for each session are only allowed for serious and compelling reasons. An approved [Request for Withdrawal](#) process is required and no refunds are given.