

Open University Enrollment Steps – Fall 2010

Please fill out the registration form with personal information and subject area/catalog number (e.g. BIOL 101).

1. Obtain registration form and signature from Academic Advisor:
For Disqualified students: See Lyn Richie-Walker, University Hall, room 123.

New

For Other Open University students: See Margaret Luzzi, College Park, room 100

2. Attend first session of class. Obtain instructor signature and date.
Fall classes start Saturday, August 21st.
3. Obtain department approval stamp for each class.
4. Go to University Extended Education, College Park-100 beginning August 21 to enroll and pay fees. The registration deadline is Tuesday, September 7th.
5. Become familiar with Open University Information Sheet, regarding dropping classes and refund policy. Refer to www.csufextension.org/Customercare/Policies.aspx for detailed information.

Key Points

- Academic advisement is required for all Open University students. Disqualified students must meet or call the Academic Advisor, Lyn Richie-Walker, located in University Hall, room 123, at 657.278.7645 for advisement and class approval prior to registration. Other Open University students must meet the Academic Advisor, Margaret Luzzi, located in College Park, room 100, (657) 278-7644.
- Disqualified (DQ) students may not enroll in more than six (6) units per academic term.
- Credit earned through Open University is designated as special session credit. Only the first 24 units of Open University credit may count towards a bachelor's degree. Open University courses cannot be used to fulfill the residence requirement (30 semester units) for a bachelor's degree. For graduate degrees, normally 6 to 9 units of approved special session credit may apply, but for degrees which require more than 30 units, more units of credit may apply. Please consult the department graduate advisor.
- Open University grades become a part of the student's official university academic transcript. Official transcripts can be obtained at Admissions & Records, Langsdorf Hall, room 114, 657.278.7601 for a \$4 fee.

Fees and Key Dates on reverse side →

UNIVERSITY EXTENDED EDUCATION

Open University Enrollment Information and Deadlines – Fall 2010

Fees

\$248.....	per credit unit
\$25.....	consolidated course fee
\$4.....	Titan Card Activation fee
\$25.....	dishonored or returned check or refuted credit card payment
\$25.....	late registration fee
\$10.....	change of grade option
\$35.....	transfer fee (Aug. 21 – Sep. 7)

KEY DATES

Aug 21	First day of classes.
Aug 21 – Sep 7	Registration Period. Once registered, the refund for dropping a class will be no more than 65%. There are no refunds after September 20. Drop period (no record). To drop a course, submit a Course Request/Change Form, to the UEE Registration Office in College Park, Suite 100. Signatures are not required. The refund for dropping a class during this time is 65%. There will be no record of enrollment.
Sep 7	Last day to register without a late add petition. Last day to drop WITHOUT a grade of “W”. Last day to change grade option. A Course Request/Change Form and a \$10 fee required. Last day to switch a class for a \$35.00 fee.
Sep 8 – Sep 20	Late Registration Period. Submit an Open University Late Add Petition Form and Enrollment Application Form complete with dated instructor, department chair and associate dean signatures. A late registration fee of \$25 will apply. No personal checks accepted. Withdrawal Period (“W” drop). Submit a Course Request/Change Form with instructor signature and department stamp.
Sep 20	Last day to received a 65% refund. (No refunds after this date)
Sep 21 – Nov 12	Late Withdrawal Period. (“W” drop). Authorization shall be granted only for documented serious and compelling reasons. A Post-Census Withdrawal Form with dated signatures of instructor and department chair is required. In some departments, the signature of the Associate Dean is also required. If approved, a grade of “W” will appear on the Official transcript.
Oct 27	Last day to receive a pro-rated refund of the consolidated fee for complete withdrawal from classes
Nov 12	Final withdrawal deadline. Final deadline to withdraw from classes with a grade of “W” for the most serious and compelling reasons only.
Dec 10	Last day of class instruction.
Dec 11 – Dec 17	Semester examinations. Grades Posted. Grades will be posted on the Titan Online via the portal account as they are processed.
Holidays – No classes	
September 6	Labor Day
November 11	Veterans Day
November 22-November 28	Fall Recess

Enrollment information on reverse side