

UNIVERSITY EXTENDED EDUCATION

Open University Enrollment Information and Deadlines - Spring 2010

Please fill out the registration form with personal information, subject area/catalog number (e.g. BIOL 101) and class number (e.g. 12345).

1. Obtain registration form and signature from Academic Advisor, Lyn Richie-Walker, University Hall, room 123.
2. Attend first session of class. Obtain instructor signature **AND DATE**. Spring 2010 classes start Saturday, January 23.
3. Obtain department approval stamp for each class.
4. Go to University Extended Education, College Park-100 beginning **January** to be enrolled; pay fees (\$248 per unit). The registration deadline is **Monday, February 8**.
5. Become familiar with Open University Information Sheet, re: dropping classes and refund policy. Refer to www.csufextension.org for detailed information.

Key Points

- Academic advisement is required for all Open University students. Meet or call the Academic Advisor, Lyn Richie-Walker, located in University Hall, 123, at 657.278.7645 for advisement and class approval prior to registration.
- 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 and Records, Langsdorf Hall-114, 657.278.7601 for a \$4 fee.

Fees and Key Dates on reverse side

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Fees

\$248per credit unit
\$25consolidated course fee
\$4Titan Card Activation fee
\$25dishonored or returned check or refuted credit card payment
\$25late registration fee
\$10change of grade option
\$35transfer fee (Jan. 23 - Feb. 8))

KEY DATES

Jan 23	First day of classes.
Jan 23 - Feb 8	Registration Period. Once registered, the refund for dropping a class will be no more than 65%. There are no refunds after February. 22. 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.
Feb 8	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.
Feb 9 - Feb 22	Late Registration Period. Submit an Open University Late Add Petition Form and Enrollment Application Form complete with dated instructor and department chair 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. There are no refunds February 22.
Feb 22	Last day to receive a 65% refund.
Feb 22 - Apr 23	Late Withdrawal Period ("W" drop). Authorization shall be granted only for serious and compelling reasons , e.g. a documented physical, medical, emotional, or other condition which has the effect of limiting the student's full participation in the class. 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.
Apr 7	Last day to receive a pro-rated refund of the consolidated fee for complete withdrawal from classes
Apr 23	Final deadline to withdraw from classes WITH a grade of "W" for the most serious and compelling reasons only.
May 14	Last day of class instruction.
May 15 - 21	Semester examinations.
Spring grades	Grades will be posted on the Titan Online via the portal account as they are processed.

Holidays – Campus closed

January 18, 2010	Martin Luther King, Jr. Holiday
March 29 - April 4, 2010	Spring recess
March 31, 2010	Cesar Chavez Day
May 31, 2010	Memorial Day

Enrollment information on reverse side