

Open University Enrollment Information and Deadlines – Summer 2010

NOTE: Information below are subject to change without notice. Please see our Web site at www.summer.fullerton.edu for our most updated information.

REGISTRATION SCHEDULE

Monday, April 26 – Online and Mail Registration begins

Monday, May 3 – In-Person Registration begins

OFFICE HOURS - College Park 100

Monday - Thursday 8 a.m. to 7:30 p.m.

Friday 8 a.m. to 5 p.m.

Saturday 8 a.m. to 12 p.m.

Office Telephone Number: 657.278.2611

The Extended Education Registration Office will be closed:

Saturday, May 29th, Monday, May 31st, Saturday, July 3rd and Monday, July 5th

OPEN UNIVERSITY FEES

- \$248 per unit
- \$29 campus fees
- \$25 late registration fee (per transaction)
- \$25 per dishonored or returned check or invalid credit card payment
- \$10 change of grade option
- \$35 switch fee

SUMMER OPEN UNIVERSITY KEY DATES

2010 SUMMER SESSIONS	A	B	C	D	E
Session Dates	June 1-July 9 (6 weeks)	July 12-Aug. 13 (5 weeks)	June 21-July 30 (6 weeks)	June 1-July 23 (8 weeks)	June 1-Aug. 13 (11 weeks)
<ul style="list-style-type: none"> • Early registration ends. Last day to register without instructor's signature and department stamp. • Last day to drop with no record of enrollment and receive a full refund, less \$10 per course. 	May 28	July 9	June 18	May 28	May 28
<ul style="list-style-type: none"> • Late registration. Register using a paper add form with: \$25 late fee, instructor approval signature and department stamp are required. • Switch a class within the same session using a Course Request Change Form with: \$35 switch fee, instructor signature and department stamp for the class you are adding. • Drop a class without a grade of W: Submit a Course Request Change Form, receive a 65% refund. No signatures required. • Change a grade option with a \$10 fee. 	June 1-7	July 12-19	June 21-28	June 1-8	June 1-9
<ul style="list-style-type: none"> • Final day to register or to add a class late with: late fee of \$25, instructor's signature and department stamp. • Last day to drop without a grade of "W" and receive a 65% refund, or change grade option. • No refunds after this date. • Drops after this date are only allowed for serious and compelling reasons. Submit and approved Post-Census Withdrawal Petition form. 	June 7	July 19	June 28	June 8	June 9
<ul style="list-style-type: none"> • Last day to drop a class with a grade of "W" for serious or compelling reasons only. An approved Post-Census Withdrawal Form is required. No refunds. 	July 2	August 1	July 16	July 14	July 30

Note:

Enrollment in any course in the University Class Schedule is possible if it is consistent with the Open University guidelines. Open University students are subject to University Extended Education policies Please refer to www.summer.fullerton.edu.



CALIFORNIA STATE UNIVERSITY
FULLERTON

University Extended Education

THREE WAYS TO REGISTER



Online - Begins April 26th
www.summer.fullerton.edu



Mail - Begins April 26th
Registration Office - CP100
California State University, Fullerton
P.O. Box 6870
Fullerton, CA 92834-6870



In-Person - Begins May 3rd
University Extended Education – CP100
2600 Nutwood Ave., Fullerton, CA 92831

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Information & Guidelines

- **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.**
- Registration is on a petition (space available) basis and is determined at the time of registration. Enrollment does not constitute admission to the university.
- Academic advisement is **required** for all Open University students. Contact the academic advisor, Lyn Richie-Walker, located in University Hall 123 (UH-123); phone: 657.278.7645; email: lrichie-walker@fullerton.edu for advisement and class approval **prior to registration**.
- CSUF disqualified students can enroll in a **maximum of 6 units per academic term**.
- Students must participate fully and meet all class requirements and prerequisites.
- 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 (LH-114) for a \$4 fee.

Registration Instructions

1. Check www.summer.fullerton.edu, for days and times of the class(es)
2. Contact the academic advisor, Lyn Richie-Walker for advisement and class approval prior to registration

If you are registering by the early registration deadline, you can register online at www.summer.fullerton.edu or submit registration and application forms by mail or in person to the University Extended Education office CP100. Payment is due at the time of registration. Please refer to the registration schedule and ways to register.

If you are registering after the early registration deadline,

- a. Pick up a Registration Form and an Open University application form from the UEE academic advisor, Lyn Richie-Walker in the Academic Advisement Center (AAC), or from UEE registration office in College Park 100, or download from www.summer.fullerton.edu
- b. Obtain signed approval on the registration form from the UEE Academic Advisor, Lyn Richie-Walker located in University Hall 123 (UH-123), phone 657.278.7645.
- c. 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.
- d. Take the registration form to the department office for stamped approval. Students must register by the segment session deadline.
- e. Bring the completed **registration form and the application form**, with all necessary approvals, to the UEE registration office located in College Park 100, and pay the fees to be officially enrolled.
- f. Retain your receipt to verify enrollment.

Please visit www.parking.fullerton.edu for parking fees and enforcement hours information