

Open University Registration Form



HOW TO SUBMIT REGISTRATION FORM	CONTACT US
1. In person: Monday - Friday 8am-5pm (Summer Hours Monday - Thursday 7am-5:30pm) 2. Email: openu@csusb.edu 3. Fax: (909) 537-5907	5500 University Pkwy, CGI 301B San Bernardino, CA 92407 (909) 537-5975

Fall Winter Spring Year: _____ Social Security Number (Optional): _____
Social Security numbers are used for tax credit purposes

PLEASE COMPLETE ENTIRE FORM (ONE FORM PER COURSE) – PRINT LEGIBLY

Last Name: _____ First Name: _____ M.I. _____
Coyote ID: _____ Date of Birth: ____/____/____ Sex: Female Male
Mailing Address / P.O. Box: _____ Apt.: _____
City: _____ State: _____ Zip Code: _____
Best Contact Number: _____ Email Address: _____

Are you an international student? Yes No
➔ If yes, visa type: F-1 J-1 Institution issuing I-20 or DS-2019: _____
➔ Indicate your English language proficiency score (Visit <https://cel.csusb.edu/global/study-abroad-usa> for a list of eligibility scores):
 TOEFL _____ IELTS _____ Other equivalent exam & score: _____

Current educational status: Undergraduate Post-Baccalaureate
➔ If Post-Baccalaureate: Degree-issuing institution: _____ Month & Year: _____

I have received, read, and understand the attached Open University Enrollment Information Instructions – I also understand [that] at no time are 100% refunds issued.
Student Signature: _____ Date: _____

Approval Signatures:

Instructor *Department Chair **Dean of Graduate Studies (only required for 600 level courses)
* Department Chair signature is only required if class: a) is full, b) requires prerequisites, or c) you are attempting to add during the third week of the term
**Approval signatures from Instructor, Department chair, & Dean of Graduate Studies are required for all 600 level courses

Course Registration

5-digit Class No. Subject & Class No. Course Title

Instructor Name Days Time Units

Lab Registration & Signature

Lab 5-digit Class No. Lab Instructor Signature Dis. 5-digit Class No.

How did you hear about this program? Friend/Relative Education Fair Brochure Search Engine (i.e. Google)
 Company Referral CEGE Website Email Other: _____

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Open University Enrollment Information

The Open University Program is designed for students not admitted to the University who wish to take classes at California State University, San Bernardino (CSUSB). It is a convenient way for individuals to take University courses for professional growth, personal enrichment or while waiting for admission to the University. **Students may attend courses if space is available and all prerequisites have been met.**

A maximum of 36 units taken through Open University may be applied toward an undergraduate degree; a maximum of 13 Open University units may be applied toward a graduate program (subject to approval by the appropriate department). For a complete list of courses, refer to the CSUSB class schedule, online at <http://acs.csusb.edu/sched/>. For information on course prerequisites, refer to the CSUSB Bulletin of Courses online at <http://catalog.csusb.edu/>. The College of Extended and Global Education (CEGE) is open Monday through Friday from 8:00 am to 5:00 pm.

Enrollment Information

- **During the first three weeks of the quarter, students will need permission from the instructor to add a class. Signatures from the instructor and department chair are required if the class is closed.** Students may not add classes after the end of the third week of the quarter except for serious and compelling reasons and only through the petition process. See the College of Extended & Global Education for the petition form.
- Only Open University registration forms may be used to enroll in the Open University Program; **University Add/Drop slips are not accepted.**
- It is the student's responsibility to determine that all prerequisites for the intended course have been met. Students should seek advising from academic departments regarding necessary course prerequisites. Students who are dropped from a course for failing to meet the required prerequisites are subject to refund deadlines aforementioned.
- **Petitions to add or withdraw from classes after the first three weeks of the quarter are available online and in CGI-301B.** University petition forms are not accepted. There will also be a **\$25 administration fee for each class petitioned through CEGE.**

Withdrawal Information

To withdraw from a course, students must complete a College of Extended and Global Education drop after census form and return it to CGI 301B. Failure to withdraw from a course before the deadline will result in a failing grade. **University Add/Drop slips are not accepted.** Withdrawals are not accepted by phone. Students are not automatically dropped for non-attendance, although instructors have the option to drop students who have not appeared in class. Students who have been dropped by the instructor for non-attendance are still held to the same deadlines for refunds.

Course Restrictions

In addition to any course restrictions listed in the CSUSB Class Schedule, the following classes have restricted access:

- All teaching credential courses (those with a prefix of EELB, ESEC or ESPE) require written authorization from the applicable Teacher Education Office (CE 261 for EELB or ESEC courses and CE 243 for ESPE courses) with the exception of ESPE 350, ESPE 529, ESPE 530 & ESPE 570, which are not restricted. For more information regarding EELB & ESEC and ESPE courses please contact us (909) 537-7405.
- Graduate-level courses (those numbered 600 and higher) require written permission from instructor, department chair and dean of graduate studies. Minimum qualifications for granting exceptions to enroll in graduate level coursework at CSUSB, a student must either have an undergraduate degree from an accredited institution or be in the last year of an undergraduate degree program in an accredited institution, and have at least a 2.5 GPA overall or in the last 60 semester or 90 quarter units, and meet the prerequisite requirements for the course by providing evidence of coursework or professional experience, which must be approved by the department in which the course is offered.
- MGMT 490 requires written authorization from the associate Dean of Student Affairs in the College of Business and Public Administration (JB 278).
- ETEC 546 requires written authorization from the Administrative Support Coordinator in the Department of Science, Mathematics, and Technology Education (CH 107).
- ART 365, 575 and 595 require an approved application from the Art Department (VA 105).