

# 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: <a href="mailto:openu@csusb.edu">openu@csusb.edu</a> 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 for Spring 2020

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.

### Registration Dates

**Saturday, Mar. 28** First official day of term.

**Monday, Mar. 30** First day payment will be accepted along with signed registration form; return to the College of Extended and Global Education to register for courses. You are not enrolled until our office has received a signed registration form and applicable fees have been paid. Fees may be paid by cash, check, money order, or by Visa, MasterCard or American Express.

**Wednesday, Apr. 08** Final day to pay fees without incurring a late fee of \$25 per class. After this date, registration forms will require **both** the Instructor **and** the Department Chair's signature.

**Monday, Apr. 20** Census- Final day to register and pay fees. **Students must petition to add after census after this date.**

**The office is open for payment and registration:  
Monday through Friday 8:00 am to 5:00 pm.**

### Withdrawal and Refund Dates

**Monday, Apr. 20** Last day for students to withdraw from classes without record and receive a 65% refund (**at no time are 100% refunds issued**).

**Tuesday, Apr. 21** **Refunds for dropped classes are no longer issued.** Withdrawals after this date will be permissible only for serious and compelling reasons, such as a serious illness or accident, and students will receive a "Withdrawal" on their records. Documentation is required for these exceptions.

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

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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).

## **Financial Help**

- Please refer to our website (<https://cel.csusb.edu/cel/open-university/financial-assistance>) for further information regarding financial help.

## **Payment and Fee Information**

- Students wishing to pay by invoice must present completed paperwork upon registration.
- **The registration fee for Open University is \$260 per unit.** Additional fees may be charged for courses that offer laboratory work or individual tutorial instruction. **Fees are subject to change.**
- Late fees of \$25 will be incurred per class for late registrations.
- There is a **\$25 fee for all declined credit cards or dishonored checks.**

## **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 and 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.**

## **Other Important Information**

- **CAMPUS SAFETY REPORT** – California State University, San Bernardino's annual "Campus Safety Report" includes crime statistics from the previous three years concerning reported crimes that occurred on campus, on public property immediately adjacent to and accessible from the campus, and at our satellite Palm Desert Campus. The report includes institutional policies concerning campus safety and security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You can obtain a copy of this report by contacting the campus Police Department at (909) 537-5165 or by accessing the following website: <http://police.csusb.edu/Reports/index.html>.
- Social Security numbers are not required but are necessary for students who wish to have appropriate federal government forms for tax purposes.

## **Blackboard Access:**

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- Students requiring access to Blackboard should contact the College of Extended and Global Education on the first day of classes. **Note: obtaining access to Blackboard *does not* guarantee enrollment in class(es).**

Steps and Procedures for Open University Enrollments	Domestic Student *	ELP Student **	Visiting International Student ***
1. Obtain the Open University form from the College of Extended and Global Education office or download it from the website.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2. Schedule an appointment with the ELP advisor for approval to take the Open University classes.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Submit an I-20 or a letter from the home institution and an Official TOEFL score or other equivalent of English Proficiency proof to the College of Extended and Global Education. A minimum score of 500 for undergraduate and a score of 550 for graduate students.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Submit any scholarship letter by the sponsor to the College of Extended and Global Education. The letter must be addressed to CSUSB and specify the term.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Obtain required signature from the professor. Signature of Department Chair is required if: 1) the class is full, 2) the student does not meet the prerequisite requirements or 3) the student is attempting to add during the third week of the quarter. **** All graduate level courses (600 and above) require the Graduate Dean's signature.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6. Bring approved forms to the College of Extended and Global Education to be officially enrolled starting the first day of classes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Bring the signed Open University forms to ELP staff prior the first week of classes to have them verified. Then deliver the forms to the College of Extended and Global Education to be enrolled.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Once enrolled, if requested, the student will be receive a printout of their schedule.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Notes:**

\* Domestic students are those who are citizens or permanent residents of the United States.

\*\* ELP students are those who hold an F-1 visa and are enrolled in the ELP program at CSUSB.

\*\*\* Visiting International Students are those who currently hold an I-20 from another institution and are allowed to be concurrently enrolled at CSUSB.

\*\*\*\* After the 3<sup>rd</sup> week a petition process is required.

**Registration forms may be faxed to (909) 537-5907 or emailed at [openu@csusb.edu](mailto:openu@csusb.edu); you must call within 24 hours to make your payment to be officially enrolled.**

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