

Open University Registration Form



HOW TO SUBMIT REGISTRATION FORM

1. Email: openu@csusb.edu
2. Fax: (909) 537-5907

CONTACT US

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)

* Instructor and 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 <https://info001.csusb.edu/schedule/guest/schedule.jsp>. 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, Apr. 4** First official day of term.
- Monday, April. 6** First day payment will be accepted along with registration form; send registration form(s) to openu@csusb.edu to register for courses. You are not enrolled until our office has received a registration form and applicable fees have been paid. Fees may be paid by Visa, MasterCard or American Express.
- Monday, Apr. 20** Census- Final day to register and pay fees. **Students must petition to add after census after this date.**

Our Office is working virtually in response to the COVID-19 public health directives.

Our office will be open to process payments via phone only (4/6-4/20):

Monday through Friday 9:00 am to 4:00 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 openu@csusb.edu. 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

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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.**
- There is a **\$25 fee for all declined credit cards or dishonored checks.**

Enrollment Information

- ***During the first three weeks of the quarter, students can add a class on a space available basis. Signatures from the instructor and department chair are required if the class is closed/full or has pre-req's.*** 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.** University petition forms are not accepted.

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:

- 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).**

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Steps and Procedures for Open University Enrollments	Domestic Student *	ELP Student **	Visiting International Student ***
1. Obtain the Open University form from the website.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2. Schedule a virtual 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 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 and 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. Email approved forms to openu@csusb.edu to be officially enrolled starting the first day of classes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Email Open University forms to ELP staff prior the first week of classes to have them verified. Then email approved forms to openu@csusb.edu 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 3rd week a petition process is required.

Registration forms may be faxed to (909) 537-5907 or emailed to openu@csusb.edu; you must call to make your payment to be officially enrolled.