

# Winter Session 2021

## Important Registration Information

A maximum of 24 semester units taken through Open University may be applied toward an undergraduate degree; a maximum of 9 semester units may be applied toward a graduate program (subject to approval by the appropriate department).

**Pre-requisites:** All pre-requisites required for the course must have been met to qualify for enrollment. Proof of successful completion may be required by the department.

### **Payment**

Winter visiting students are required to pay all fees for classes at the time of registration. Payment can be made with personal check (payable to CSUSB), MasterCard, Visa, or American Express. Registration for a class will not be accepted without payment.

- The registration fee for Winter Visiting Students can be accessed through the Open University website: <https://www.csusb.edu/cege/open-university>
- Additional fees may be charged for courses that offer laboratory work or individual tutorial instruction.
- **Late fees of \$25.00** will be incurred per class for late registrations.
- There is a **\$25.00 fee for all dishonored checks.**

### **Withdrawals and Refunds**

- To withdraw from a course, students must complete a College of Extended and Global Education Petition to Drop after Census form and submit to [openu@csusb.edu](mailto: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 bound to the same deadlines for refunds.
- **Petitions to add or withdraw from classes after census are available online and in CGI-301B.** University petition forms are not accepted. There will be a **\$25.00 administration fee for each class petitioned through CEGE.**

### **Withdrawal and Refunds Calendar**

- Nov. 11/09: Open Enrollment for all students including winter visiting students (payment of fees required).  
11/30: Late registration begins.
- Dec. 12/17: Last day to withdraw from all classes and receive 100% refund (**with the subtraction of \$25.00 administration fee**). **No refunds will be issued after the first day of classes.**  
12/18: First day of classes.  
12/22: **Census:** Last day to drop/add classes without record of enrollment (no W grade).
- Jan. 01/19: **Last day of classes.**

**Campus Safety Report** – California State University, San Bernardino’s annual “Campus Safety Report” includes crime statistics and institutional policies 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. 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/>

**\*Form on next page**

# Open University Registration Form

Winter Session 2021

## HOW TO SUBMIT REGISTRATION FORM

1. Email: [openu@csusb.edu](mailto:openu@csusb.edu)
2. Online: <https://www.csusb.edu/cege/open-university>

## CONTACT US

5500 University Pkwy, CGI 301B  
San Bernardino, CA 92407  
(909) 537-5975

Winter:

Fees: **\$320.00**

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] after the first day of classes, there is no refund."***

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Course Registration

5-digit Class No. \_\_\_\_\_ Subject & Class No. \_\_\_\_\_ Course Title \_\_\_\_\_  
Instructor Name \_\_\_\_\_ Days \_\_\_\_\_ Time \_\_\_\_\_ Units \_\_\_\_\_  
\*Instructor \_\_\_\_\_ \*Department Chair \_\_\_\_\_ \*\*Dean of Graduate Studies (only required for 600 level courses)

### Course Registration

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Instructor Name \_\_\_\_\_ Days \_\_\_\_\_ Time \_\_\_\_\_ Units \_\_\_\_\_  
\*Instructor's Signature \_\_\_\_\_ \*Department Chair \_\_\_\_\_ \*\*Dean of Graduate Studies (only required for 600 level courses)

### Lab Registration & Signature

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

**Instructor and Department chair approvals/signatures will only be required if: 1) the class is full, 2) the student does not meet the prerequisite requirements; or 3) the course is graduate level course.**