

**Summer Session 2024**  
**Important Registration Information**

A maximum of 24 units taken through Open University may be applied toward an undergraduate degree; a maximum of 9 Open University units may be applied toward a graduate program (subject to approval by the appropriate Department). Only fourteen (14) max units will be allowed for the term during the summer term, with seven (7) max units per session for both undergraduates and graduates. For a course overload form, please use this link:

<https://www.csusb.edu/cege/open-university/forms>

**Pre-requisites:** All pre-requisites required for the course must have been met to qualify for enrollment. The Department may require proof of successful completion.

**Payment**

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

<https://celmarketing.wufoo.com/forms/payment-form/>.

Registration fees and dates can be found at <https://www.csusb.edu/cege/open-university/open-university-summer>

- The open university registration fee for summer is \$325 per unit. Additional fees may be charged for courses that offer laboratory work or individual tutorial instruction. Fees are subject to change.
- The registration fee for ROTC courses is \$150/unit. Fees for AS-90 (0 unit) will be charged at a rate of \$150.
- Late fees of \$25 will be incurred per class for late registrations.
- There is a \$25 fee for all dishonored checks.

**Withdrawal and Refunds Calendar**

|       |  |
|-------|--|
| April | 4/26: Open Enrollment for all students (payment of fees required).   |
| May   | 5/10: Last day to add without a late fee for 10W, 6W1, and 6W2 sessions.   |
| May   | 5/31: Regular Session (10W) and 6W1 100% refund deadline.  |
| June  | 6/03: 10W and 6W1 first day of classes.  |
| June  | 6/06: 6W1 Census; final day to add or drop w/o record of enrollment (no W grade).<br>6/13: 10W Census; final day to add or drop w/o record of enrollment (no W grade). |
| July  | 7/08: 6W2 100% refund deadline.<br>7/09: 6W2 first day of classes.<br>7/15: 6W2 Census; final day to add or drop w/o record of enrollment (no W grade).                |

**\*No refunds will be issued after the first day of classes. \* \$25 administrative fee charged for all drops, swaps, refunds.**

**Withdrawals and Refunds**

- To withdraw from a course, students must complete a College of Extended and Global Education Petition to Drop before/after Census form and email it to [openu@csusb.edu](mailto:openu@csusb.edu). You can find the appropriate form here: <https://www.csusb.edu/cege/open-university/forms>. Failure to withdraw from a course before the deadline results 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 can drop students who have not appeared in class. Students who the instructor has dropped for non-attendance are still bound to the same deadlines for refunds.
- Petitions to add or withdraw from classes after the first three weeks of the term are available online. University petition forms are not accepted. **\*There will be a \$25.00 administration fee for each class petitioned through CEGE.**

**Other Important Information**

- Campus Police Department at (909) 537-5165 or by accessing the following website: <https://www.csusb.edu/police>

- Social Security numbers are not required but are necessary for students who wish to have appropriate federal government forms for tax purposes.

### **Course Restrictions**

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

- All teaching credential courses (with a prefix of EDMS, ESEC, or ESPE) require written authorization. For EDMS or ESEC courses, contact the Teacher Education Office at (909) 537-7405, located in COE 261, for written approval. For ESPE courses (except for ESPE 3350, ESPE 5530 & ESPE 531, which are not restricted), contact the Special Education, Rehabilitation and Counseling Office (909) 537-7406, located in COE 243 for written approval.
- Graduate-level courses (those numbered 6000 and higher) require written permission from the 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 pre-requisite 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 4910 and MGMT 3900 require approval from the Department Chair of Management (JB-461).
- ART 5751, ART 5752, ART 5173, ART 5951, ART 5952, and ART 5953 will require approval from the Department Chair of Art (VA-105).

Form on the next page

CSUSB College of Extended & Global Education, CGI-301B 5500 University Parkway San Bernardino, CA 92407  
(909) 537-5975 Fax (909) 537-5907

# Open University Registration Form

Summer Session 2024



| HOW TO SUBMIT REGISTRATION FORM  | CONTACT US   |
|--|--|
| 1. Email: <a href="mailto:openu@csusb.edu">openu@csusb.edu</a><br>2. Online: <a href="https://www.csusb.edu/cege/open-university">https://www.csusb.edu/cege/open-university</a> | 5500 University Pkwy, CGI 301B<br>San Bernardino, CA 92407<br>(909) 537-5975 |

Summer:  10W      6W1       6W2       Social Security Number (Optional) \_\_\_\_\_  
Fees \$325 per unit      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 (Transcripts required as proof of degree completion)  
➔ If Post-Baccalaureate: Degree-issuing institution: \_\_\_\_\_ Month & Year: \_\_\_\_\_

***"I have received, read, and understand the attached Open University Enrollment Information Instructions – I understand [that] as of the first day of class(es), 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**

| 5-digit Class No. | Subject & Class No. | Course Title | 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 pre-requisite requirements, or 3) the course is a graduate level course.**