

Open University Registration Form



- For a list of courses, visit the CSUSB class schedule at <https://www.csusb.edu/class-schedule>
- For information on prerequisites, refer to the CSUSB Bulletin of Courses at <https://catalog.csusb.edu/>
- Registration fee is \$320 per unit; ROTC \$150 per unit. Additional course fees may apply for lab and course materials.
- Important registration information (dates, deadlines, refunds) can be found at <https://www.csusb.edu/cege/open-university>

HOW TO SUBMIT REGISTRATION FORM	CONTACT US
1. Email: openu@csusb.edu 2. Online: https://www.csusb.edu/cege/open-university 3. In-Person CGI 301 (Monday - Friday 8am-5pm; Summer term closed Fridays)	5500 University Pkwy, CGI 301B San Bernardino, CA 92407 (909) 537-5975

Fall Winter Spring Summer 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 [International Admissions](#) 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 read and understand the Open University Enrollment Information, including the instructions and policies listed on the website. I acknowledge [that] at no time are 100% refunds issued.
 Student Signature: _____ Date: _____

Students must **pay all fees at time of registration**; no class registration will be processed without payment. Payments can be made online at <https://celmarketing.wufoo.com/forms/payment-form/>. In-person payments are also accepted by personal check (payable to CSUSB) or with MasterCard, Visa, or American Express.

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 6000 level courses)	
Lab Registration & Signature			
_____	_____	_____	_____
Lab 5-digit Class No.	Lab Instructor Signature	Dis. 5-digit Class No.	<ul style="list-style-type: none"> Late fee of \$25.00 will be incurred per class. There is a \$25.00 fee for all dishonored checks. There will be a \$25 administrative fee for petitions to add/drop after census.

- Department Chair signature is only required if class: a) is full, b) requires prerequisites, or c) you are attempting to add during the fourth week of the term.
- Approval signatures from the Instructor, Department chair, & Dean of Graduate Studies are required for all 6000-level courses.
- 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).