

# 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 \$340 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: <a href="mailto:openu@csusb.edu">openu@csusb.edu</a> 2. Online: <a href="https://www.csusb.edu/cege/open-university">https://www.csusb.edu/cege/open-university</a> 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

<input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> 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: <input type="checkbox"/> Female <input type="checkbox"/> 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)
<b>Lab Registration &amp; Signature</b>			
_____	_____	_____	_____
Lab 5-digit Class No.	Lab Instructor Signature	Dis. 5-digit Class No.	<ul style="list-style-type: none"><li>▪ Late fee of \$25.00 will be incurred per class.</li><li>▪ There is a \$25.00 fee for all dishonored checks.</li><li>▪ There will be a \$25 administrative fee for petitions to add/drop after census.</li></ul>

- 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, 3) the student is attempting to add during the third week of the term, or 4) the course is graduate level course.
- 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).