

# Open University Registration Form



College of Extended and Global Education

- 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

Fall
  Winter
  Spring
  Summer
 Year: \_\_\_\_\_

**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)	
<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) attempting to add during 3rd 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. For the Dean of Graduate Studies approval send the form to [gradstud@csusb.edu](mailto:gradstud@csusb.edu). Do not send the form directly to the Dean.
- 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).