

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 undergraduate; \$365 per unit graduate; ROTC \$200 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->

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: _____
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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			
_____	_____	_____	- 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.
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, 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).