PROCEDURES

STEPS

1. Attend the first week of class.
2. Obtain instructor approval and signature on Open University Registration Form (main campus add slips will not be accepted).
3. Fill out Open University Registration Form.
4. Register and pay fees in Extended University Division office. Late fee of $25 is assessed if registration is not completed by date designated on Open University Academic Calendar. Registrations without the approval of the Extended University Dean will not be accepted after designated date on Open University Academic Calendar.
5. In case of refund, the Extended University refund schedule will apply, which can be found on the Open University Academic Calendar.

LIMITS

A. Course will be recorded as an extension course and a maximum of 24 units may be applied towards a Bachelor’s Degree. A maximum of 9 units may be applied towards a Master’s Degree.
B. Full tuition must be paid upon registration.
C. Registration will not be processed until regularly matriculated students are registered.
D. Open University enrollees must meet individual course prerequisites.
E. Course will be entered on the student’s permanent record as an extension course.
F. Extended University Division enrollments will generally not be certified for immigration purposes (I-20). At least 12 units must be taken in residence as an undergraduate or 10 units as a graduate student. An authorization letter from Admissions and Records is required for matriculated foreign students.
G. To take 600 level course in the School of Business and Public Administration, all students must be matriculated (admitted to the graduate program in the School of Business and Public Administration).

OFFICE HOURS

- First week of every term:
  - Monday through Thursday: 8am-6pm
  - Friday: 8am-5pm
- REGULAR HOURS:
  - Monday through Friday: 8am-5pm
- SUMMER HOURS:
  - Monday through Thursday: 7am-6pm*
*except weeks of May 29 – June 2 and July 31 – August 4, these are regular office hours

For more information regarding Open University, please call the Extended University Division at (661) 654-2441, e-mail us at eud@csub.edu or stop by our office located in the Business Development Center, Extended University Division Building.