OPEN UNIVERSITY ACADEMIC CALENDAR-Winter 2016

January 4th  First Day of Classes
January 11th  **FIRST DAY TO TURN IN OPEN UNIVERSITY REGISTRATION FORM**
January 18th  Begin **LATE FEE** of $25
January 18th  **HOLIDAY**- Martin Luther King Jr. Day—Campus closed
January 22nd  Last day to submit Open University registration form with Late Fee (Any forms submitted after this date must be accompanied by a letter from professor stating that student has been attending classes).
January 25th  Last day to withdraw from classes without a “W” being recorded; withdrawal from classes after this date and continuing through the next four-week period will be permitted only for serious and compelling reasons and will require written approval by the Dean or Department Chair
January 25th  Last day to change between audit and letter grading and credit/no credit
February 22nd  Last day to withdraw from classes for serious and compelling reason (requires Dean or Department chair approval)
March 14th  **Last Day of Classes**
March 16th-18th Examination Period

**Refund Policy for 10 week Course**
January 22nd  **LAST day for partial refund (60%)**

**NO REFUND BEGINNING January 23rd !!!**

**COURSE CANCELLATION FOR ANY REASON:**
A full refund of fees will be made

**FIVE OR MORE CLASS MEETINGS (OR ONLINE COURSE)**
1. Withdraw prior to the second meeting (or by the 4th day on an online course) full refund less $25 administrative fee.
2. Withdraw after the second scheduled class meeting (or after the 4th day of an online course) and prior to a date at which 25% of the course has elapsed – 60% of course fees refunded. No refund after 25% of the course has elapsed.

**FOUR OR FEWER CLASS MEETINGS**
1. Full refund less $25 administrative fee prior to the first meeting
2. Withdraw after the first meeting and prior to the second meeting- 60% of course fees refunded for the classes with 3 or 4 sessions; no refund for classes with 1 or 2 sessions.

**RUNNER CARD**
The Runner Card serves as a student ID card for the library, and a debit card for Rowdy’s Place, Runner Café, and the Runner Bookstore and campus copy machines. The cost is $5.00. The office is located in the library, Lower Level. Phone number is 654-2009.

**Nondiscrimination Policy**
EUD does not discriminate on the basis of race, color, national origin, sex, physical handicap, or sexual orientation in the educational programs or activities it conducts. Students admitted to the program with physical, perceptual, or learning disabilities will be given the necessary accommodations provided their disability has been verified by the CSUB Office of Services for Students with Disabilities (661-654-3360).