



Open University

Undergraduate Spring 2019

For courses numbered 4999 and below

NOTE: You MUST have the professor's permission to enroll in this course. A separate form is required for each course taken.

PERSONAL INFORMATION

UNIVERSITY ID NUMBER OR SOCIAL SECURITY NUMBER		DATE OF BIRTH (MM/DD/YYYY)		GENDER <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	
LAST NAME		FIRST NAME		MIDDLE INITIAL	MAIDEN NAME
MAILING ADDRESS			CITY	STATE	ZIP CODE
DAYTIME PHONE NUMBER			E-MAIL ADDRESS (eg. uee@csustan.edu)		
HOW DID YOU HEAR ABOUT OPEN UNIVERSITY?			ETHNIC CODE (see reverse)		ARE YOU A CITIZEN? <input type="checkbox"/> Yes <input type="checkbox"/> No
HAVE YOU EVER ATTENDED STANISLAUS? <input type="checkbox"/> Yes <input type="checkbox"/> No		ARE YOU A DISQUALIFIED STUDENT? <input type="checkbox"/> Yes <input type="checkbox"/> No		DO YOU HOLD A DEGREE? <input type="checkbox"/> Yes <input type="checkbox"/> No IF YES, <input type="checkbox"/> ASSOCIATE <input type="checkbox"/> B.A./B.S.	

COURSE REQUESTED

TITLE	SUBJECT	NUMBER	SECTION	UNITS
PROFESSOR/INSTRUCTOR NAME		CLASS NUMBER (5 DIGITS)		
INSTRUCTOR'S SIGNATURE <u>X</u>		DO YOU PLAN TO USE THE COMPUTER LAB? (A \$15 lab usage fee will be added) <input type="checkbox"/> Yes <input type="checkbox"/> No		
SIGNATURE OF REGISTRANT <u>X</u>		DO YOU PLAN TO USE BLACKBOARD? <input type="checkbox"/> Yes <input type="checkbox"/> No		

NOTICE: BY SIGNING ABOVE, YOU RECOGNIZE THAT YOU HAVE FULLY READ AND UNDERSTAND THE REFUND POLICY LOCATED ON THE BACK OF THIS FORM.

ATTENTION STUDENTS TAKING COLLEGE OF EDUCATION COURSES
PLEASE OBTAIN SIGNATURE FROM APPROPRIATE DEPARTMENT CHAIR:
(DEPT OF TEACHER EDUC., ADVANCED STUDIES OR KINES.)

ATTENTION STUDENTS TAKING NURSING COURSES
PLEASE OBTAIN SIGNATURE FROM DIRECTOR OR ASSISTANT DIRECTOR OF
THE SCHOOL OF NURSING:

X

OFFICE USE ONLY

<input type="checkbox"/> COURSE FEE \$ _____	
<input type="checkbox"/> LATE (\$25)	<input type="checkbox"/> LAB (\$15)
TERM SPRING 2019	TOTAL UNITS ENROLLED
TOTAL AMOUNT PAID	CHECK NUMBER

PAYMENT INFORMATION

PAYMENT TYPE VISA DISCOVER CHECK/MONEY ORDER
 MASTERCARD CASH * Make Checks payable to CSU Stanislaus

NAME OF CARD HOLDER	CARDHOLDER'S SIGNATURE <u>X</u>
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CREDIT CARD NUMBER	EXP. DATE (MM/YYYY)
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ABOUT OPEN UNIVERSITY

Open University allows individuals to enroll in regular University classes without formal admission to Stanislaus State. Military Veterans may be eligible to use their VA benefits to help pay for Open University courses. Please check with the campus VA Benefits coordinator at 209.667.3081.

- Available all semesters.
- Course fees are \$322.00 per unit for undergraduate, and \$349.00 per unit for credential students.
- A maximum of 24 units of credit may be applied toward a CSU Stanislaus undergraduate degree (please check with your major department for any additional restrictions). Academic credit received in courses will apply to your GPA.
- Open University credit may be transferred to other institutions (please check with the other institution to determine their requirements).
- Open University students are subject to all regular University rules and regulations.
- Open University is only available to individuals who are not currently admitted to the University.
- Unless otherwise notified, your canceled check, money order or credit card receipt is confirmation of your registration.
- Failure to attend the full program may result in failing or no credit being recorded.

INSTRUCTIONS/FEES

1. View the University schedule of classes online at www.csustan.edu/academics/class-schedule.
2. Pick up this Undergraduate Open University registration form from the Office of Extended & International Education or from www.csustan.edu/uee.
3. Attend the first class meeting and obtain the instructor's signature and department approval, where applicable. At this time you should also discuss with the instructor whether using a lab is recommended for the class and if the instructor will be using Blackboard (Open University students must pay an additional \$15 for access to campus labs). International students must obtain an advisor's signature. Students taking a class that falls under the College of Education must obtain the Department Chair's signature.
4. Return the signed registration form to the Extended & International Education office in the Mary Stuart Rogers (MSR) Educational Services Bldg. #180 and pay class fees. Fees are due at the time of registration.

Call the OEIE for more details at 209.667.3111.

REFUNDS

If you request a refund after the first class meeting of a course with four meetings or less, no refund can be processed. If you request a refund after the first class meeting of a course with five meetings or more, 65 percent of fees collected will be refunded, less a \$25 administrative charge, until 25 percent of the course time has elapsed, after which no refund will be made.

ETHNIC CODES

Code	Ethnic Group
A	Central American
B	South American
C	Chinese
D	Decline to state
F	Filipino
J	Japanese
K	Korean
S	Southeast Asian
1	American Indian or Alaska native
2	Black (non-Hispanic)
3	Mexican-Amer, Mexican, Chicano
4	Other Hispanic
5	Other Asian
6	Pacific Islander
7	White (non-Hispanic)

DATES TO REMEMBER

Spring 2019

	January
Instruction begins	25
February	
Late Registration begins (\$25 Late Fee)	7
Last day to add or drop	21
Last day to request CR/NC grading option	21
May	
Last day of classes	15
Final Exams	16-22

TRANSCRIPTS

To order transcripts, a transcript request form must be filled out and returned to the address listed on the form. These forms may be obtained by visiting www.csustan.edu/enrollment-services/transcript-request.

PLEASE NOTE: You will be responsible for additional fees if your account goes to collections.