

Open University Enrollment Information – Spring 2018

First Day of Instruction: Tuesday, January 16, 2018
Registration Period: January 16 – February 12, 2018

No registration is allowed after February 12, 2018

Fees: \$295 per unit plus any additional course fees (fees subject to change without notice) are due within 24 hours of registration.

First step in the registration process is to report to the first class meeting of each course you wish to enroll in and **obtain a permission number** from the instructor, or contact instructor via email if taking an online class.

Open University permits you to enroll in regular university courses at California State University, Fresno on a space available basis. Open University students are not eligible to receive financial aid and can enroll as matriculated students for subsequent semesters only after (re) applying to the university. Units earned for classes taken through Open University are recorded as resident credit on the Fresno State transcript.

Individuals who intend to apply to a California State University are strongly encouraged to consult with an advisor prior to enrollment in Open University. Admissions and Records is located in Joyal Administration, North Lobby; their phone number is 559.278.2261. Although Fresno State will accept up to **24 units towards a baccalaureate degree** for classes taken through Open University and Extension, credit earned through Open University may affect admission classification for first time freshmen and transfer students. Courses taken through Open University are not normally used to fulfill the requirements toward a graduate degree. Students intending to take a course through the Division of Continuing and Global Education must request special permission from their graduate program coordinator/director to use the course toward their graduate degree. If approved, a maximum of 9 transfer (including California State University, Fresno Extension and/or Open University) units may be used toward a 30-unit program. Students may not enroll through Open University in order to bypass the university fee structure.

Students enrolling in 200-level courses are not permitted to enroll for a second semester until they are formally admitted to a graduate degree program. Students cannot enroll for Thesis or Project through Open University. Graduate students who are disqualified from the university are **not** eligible to enroll in 200 level courses through Open University.

To enroll in more than 10 units, you must seek approval from the Associate Dean in the Division of Continuing and Global Education (CGE). Submit an Excess Units Petition available at: <http://www.fresnostate.edu/cge/documents/ExcessUnitsPet.pdf> and unofficial transcript of all college coursework to CGE when requesting permission to take more than 10 units.

Students may not enroll in a class for which they have an “I” (incomplete) grade. Please refer to the university general catalog for details.

Students are responsible for completing all course prerequisites prior to enrolling in classes through Open University.

Students may not elect more than 6 units of CR/NC graded course work per semester. A maximum of 24 units at California State University, Fresno of CR/NC evaluated credit, including all coursework taken CR/NC only, may be applied toward a degree. Credit by examination is not available for Open University students. Please refer to the university’s General Catalog for more information.

The Open University Program is subject to the Division of Continuing and Global Education regulations regarding fees, refunds, program changes/withdrawals, and transcripts.

Eligibility

You are eligible to enroll in courses through the Open University program if you:

- missed Fresno State’s admission deadline
- want to update your professional training and job skills for your current or future work
- want to test your interest in a field before entry or re-entry
- want to explore personal interests or take prerequisite classes
- were disenrolled or disqualified from the university or from an undergraduate degree program. Graduate students who are disqualified from the university are **not** eligible to enroll in 200 level courses through Open University.
- are **NOT** admitted and enrolled, or a continuing Fresno State student.

International students considering enrollment through Open University must contact the International Student Services and Programs (ISSP) office at (559.278.2782) or email Sarah Lam at sarahl@csufresno.edu.

How to Register for Open University

Registration Dates: Register and pay fees online or in person January 16 – February 12, 2018. **No registration is allowed after Monday, February 12.**

1. Review and select courses from the university Spring 2018 Class Schedule. It can be accessed online at <http://fresnostate.edu>. Click on “Academics” tab and select “Class Schedule” listed under “Additional Resources”.

2. Report to the first class meeting of each course you wish to enroll in (or contact the instructor via email if taking an online class) and **obtain a permission number** from the instructor. Also please refer to information below regarding online (web-enhanced/web-based) courses.
3. **Enroll and pay online.** Enroll online beginning Tuesday, January 16. Go to: <http://www.fresnostate.edu/cge/registration> to get complete instructions for online registration and payment. Fees must be paid **within 24 hours of registration**. **See payment information below. Follow steps below to ensure activation for Spring 2018 enrollment:**
 Go to <https://my.fresnostate.edu> > student self service > student center > My Academic Records & Registration. Select "ContinGlobalEd class" from the drop down box and click on the double arrows. Follow prompts for Program to Enroll and term (Spring 2018); click "Submit"

Academic Disqualification

Students who have been recently placed on Academic Disqualification will need to be activated for Open University Registration for the current semester. Students may email the CGE registrar, Monica Acosta, to request Continuing and Global Education term activation for online registration at: moacosta@csufresno.edu. Once students are term activated, they will be able to register themselves online during the Open University registration period.

Wish List

The Class Wish List allows for class and schedule verification. Students can place classes for which they hope to obtain a permission number in the wish list basket by entering the 5 digit class numbers. The classes are saved in a Wish List Shopping Cart. This process allows you to verify the schedule and/or your eligibility to enroll in the classes.

Open University Registration opens on January 16. Registration is completed by adding the classes from either the Wish List Shopping cart or by entering 5 digit class number under Class Enrollment and following the registration steps including entering the permission number obtained.

For detailed instructions, visit <http://www.fresnostate.edu/studentaffairs/classschedule/registration/class-wish-list.html>.

Payment Information

Continuing and Global Education payments are due within 24 hours of completing registration.

If making payment online or at cashiers, please make sure your payment is receipted as a "Continuing and Global Ed payment." Payment for any additional course (or lab) fees must be receipted as "General Payment."

- Check/Money Order made payable to "Fresno State". Write your Fresno State ID on your check or money order. Pay at Cashiers office in the Joyal Administration building. You may also pay by electronic check online with no service fee.
- Credit card payments: The University can only accept credit card information in person (at the Cashier Windows) or online. If you wish to pay using a credit card, you have two options:
 1. go to <https://my.fresnostate.edu>. Select Student Self Service > Student Center > My Finances > View Ebills/Make a payment. You may pay using American Express, MasterCard, Visa or Discover cards ONLY. Please note that a service fee of 2.75% is charged when you pay online with a credit card. You may also pay by electronic check online with no service fee.
 2. go to the Cashier's Windows, Joyal Building, between 8:00 am and 4:30 pm, Monday through Friday. You may pay using MasterCard and Visa ONLY.
- Cash payments: accepted at the Cashier's Windows only.

Note 1. Independent Study, Internships and other "Special" courses: Obtain a permission number from the department and enroll online or in person.

Note 2. Grading Option: Select your choice of grading option—Letter or CR/NC (credit or no credit)—choosing only what is available for your class (verify with department if enrolling in person). The grading option you choose will be posted on your permanent transcript, providing that option is available for the course. If no option is selected, the default option will be letter grade.

Blackboard: Online (Web-Enhanced/Web-Based) Courses (indicated by classnotes 15 and 17 in the class schedule)

Students planning to enroll in web-based or web-enhanced classes must have a Fresno State email account and ID # in order to access course information on Blackboard. If you **do not have** a Fresno State ID # and free Fresno State email account, follow the steps at <http://www.fresnostate.edu/cge/registration/new.html>. **Students with a Fresno State email and ID may be manually added to Blackboard by instructor upon request.**

If you **have** a Fresno State ID # **and** email account but cannot remember your username or password, contact the student Help Desk at <https://password.csufresno.edu> or call 559.278.5000 for assistance with reactivating your account.

If you **have** a Fresno State ID # but **do not have** a Fresno State email account, go to <https://email.csufresno.edu/> to create your free Fresno State email account.

CGE Student ID Cards: A CGE student ID card is available for \$5 per semester. See <http://www.fresnostate.edu/cge/openuniversity/idcards.html> on how to get your ID card. The card provides complimentary access to Library and access to student Health Center. To utilize the services of the Student Health and Counseling Center, Open University students can pay a semester fee of \$113 at the Cashier's Windows or \$15 at the Health Center for each visit. No other fee is charged except for referral laboratory, pharmacy, and any other service not covered under the basic health care fee.

Withdrawal/Program Change/Refund

NO REFUND IS MADE WITHOUT SUBMISSION OF PROGRAM CHANGE/REFUND FORM. Refunds are issued to the preference chosen through Bank Mobile. Allow six weeks processing time. Form is available at: www.fresnostate.edu/cge/forms. See below for specific withdrawal details. Refund requests must be received by the Division of Continuing and Global Education by the dates listed below.

Semester-length Classes

With submission of Program Change/Refund form, a full refund will be granted for drops made through January 29. For drops between January 30 – February 12, 65% of the fees are refundable. **There are no refunds after February 12.**

Short Term Workshops/Classes (4 or fewer class meetings)

With submission of Program Change/Refund form prior to class start date, a full refund will be granted. No refund will be made after class start date.

Course Cancellations

If a course is cancelled by the University, all fees will be refunded; however, you must request the refund by submitting a Schedule Change/Refund Form at www.fresnostate.edu/cge/forms.

Dishonored Checks and Credit Card Discrepancies

Writing a bad check is against the law. Bad checks and stopped payments on checks will result in a \$20 processing charge. Bad checks, and stopped payments on checks, do not constitute an official withdrawal nor relieve you of your financial obligation to the university.

Registration Holds

If there is a hold on your university account, you will not be permitted to enroll through Open University until all holds are cleared. (California Code, Title V Section 43281)

Dates to Remember

January 15, 2018	Martin Luther King Jr. Day—campus closed.
January 16, 2018	Instruction and registration begin.
January 29, 2018	Last day to drop and be eligible for a full refund.
January 30 – February 12, 2018	65% refund available for drops during these dates. No refunds are granted after February 12, 2018.
February 12, 2018	Last day to add a class. Last day to change grading option. Last day to drop without a serious and compelling reason and without a grade of W (withdrawal) listed on University transcript. Last day to drop/withdraw and be eligible for a 65% refund. Only classes meeting for the full semester are eligible for a 65% refund. No refunds are granted after this date.
February 13 – April 17, 2018	Serious and Compelling Drop/Withdrawal Period. All drops/withdrawals must be for a serious and compelling reason which makes it impossible for the student to complete course requirements. Student must provide written documentation that substantiates the condition. The reason must be acceptable to and verified by the instructor(s) of record and the department chair(s) who must both sign the form. Once the form is filled out and appropriate signatures obtained, submit form and documentation to Continuing and Global Education.
February 19, 2018	President's Day—campus closed.
March 26 – 29, 2018	Spring Recess (offices open).
March 30, 2018	Cesar Chavez Holiday—campus closed.
April 17, 2018	Last day to drop classes for a serious and compelling reason (no refunds allowed). Only complete withdrawal from all classes, for circumstances beyond student's control, may be permitted after this date.
April 18 – May 9, 2018	Last three weeks of semester. Drops/withdrawals are NOT permitted except in cases such as accident or serious illness where the cause of the withdrawal is due to circumstances clearly beyond the student's control and the assignment of an Incomplete is not practical. Student must provide written documentation and obtain approval signatures from each instructor and department chair, AND the Dean of Undergraduate/Graduate Studies. Once the form is filled out and appropriate signatures obtained, submit form and documentation to Continuing and Global Education.
May 9, 2018	Last day of instruction. Last day to drop/withdraw for circumstances clearly beyond student's control. Instructor, department chair and Dean of Undergraduate/Graduate Studies signatures required.
May 14 – 17, 2018	Semester final examinations.
May 19, 2018	Spring 2018 semester ends.