

Open University Enrollment Information – Spring 2021

First Day of Instruction: Thursday, January 21, 2021
Registration Period: January 21 – February 18, 2021

No registration is allowed after February 18, 2021

Fees: \$310 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 obtain a permission number from the instructor of each class you wish to enroll in. Contact information can be found in the Fresno State directory at directory.csufresno.edu.

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 moacosta@csufresno.edu 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 must complete a third attempt form http://fresnostate.edu/studentaffairs/registrar/documents/forms/records/Repeat_course.pdf and submit it to moacosta@csufresno.edu.

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 Office at 559.278.2782 or email international@mail.fresnostate.edu.

How to Register for Open University

Registration Dates: Register and pay fees online or in person January 21 – February 18, 2021. **No registration is allowed after Thursday, February 18.**

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1. Review and select courses from the university Spring 2021 Class Schedule. It can be accessed online at <http://fresnostate.edu>. Click on “Academics” tab and select “Class Schedule” listed under “Additional Resources”.
2. Contact the instructor to obtain a permission number. Also, please refer to information below regarding online (web-enhanced/web-based) courses.
3. **Enroll and pay online.** Enroll online beginning Thursday, January 21. 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 2021 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 2021); 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 21. 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/classsschedule/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 2.65% 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.

Canvas: Online (Web-Enhanced/Web-Based) Courses

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 Canvas. 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>.

If you **have** a Fresno State ID # **and** email account but cannot remember your username or password, contact the student Technology Service 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 \$139 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/Schedule Change/Refund

NO REFUND IS MADE WITHOUT SUBMISSION OF SCHEDULE 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 Schedule Change/Refund form, a full refund will be granted for drops made through February 3. For drops between February 4 – 18, 65% of the fees are refundable. **There are no refunds after February 18.**

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

With submission of Schedule 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 18	Martin Luther King Jr. Day—campus closed.
January 21	Instruction and registration begin.
February 3	LAST DAY to drop and be eligible for a full refund
February 4 – February 18	65% refund available for drops during these dates. No refunds are granted after February 18, 2021.
February 15	President’s Day—campus closed.
February 18	CENSUS DATE LAST DAY TO: <ul style="list-style-type: none">• Add a class• Change from credit to audit or audit to credit registration• Drop a course without “W” grade on student’s transcript (Drops after this date must have a serious and compelling reason and will have a grade of “W” listed on student’s transcript). No refunds granted after this date.
February 19 – April 14	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.
March 29 – April 2	Spring Recess (offices open).
March 31	Cesar Chavez Holiday—campus closed.
April 14	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 15 – May 5	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 5	LAST DAY OF INSTRUCTION. LAST DAY TO <ul style="list-style-type: none">• Change grading option to/from CR/NC• Drop/withdraw for circumstances clearly beyond student’s control. Instructor, department chair and Dean of Undergraduate/Graduate Studies signatures required.
May 10 – 13	SEMESTER FINAL EXAMINATIONS.
May 21	Spring 2021 SEMESTER ENDS.
May 24	Spring Intersession classes begin
June 1	Spring 2021 grades posted