

Winter Intersession 2024

Important Registration Information

A maximum of 24 semester units taken through Open University may be applied toward an undergraduate degree; a maximum of 9 semester units may be applied toward a graduate program (subject to approval by the appropriate department).

For the Winter Intersession the unit limit to register for is 4 units, anything over this amount requires a course overload form. This can be found via the link: <https://www.csusb.edu/cege/open-university/forms>

Pre-requisites: All pre-requisites required for the course must have been met to qualify for enrollment. Proof of successful completion may be required by the department.

Payment

Winter visiting students are required to pay all fees for classes at the time of registration. Payment can be made with personal check (payable to CSUSB), MasterCard, Visa, or American Express. Registration for a class will not be accepted without payment.

- The registration fee for Winter Visiting Students can be accessed through the Open University website: <https://www.csusb.edu/cege/open-university/open-university-winter>
- Additional fees may be charged for courses that offer laboratory work or individual tutorial instruction.
- **Late fees of \$25.00** will be incurred per class for late registrations.
- There is a **\$25.00 fee for all dishonored checks.**

Withdrawals and Refunds

- To withdraw from a course, students must complete a College of Extended and Global Education Petition to Drop after Census form and submit to openu@csusb.edu. Failure to withdraw from a course before the deadline will result in a failing grade. University Add/Drop slips are not accepted. Withdrawals are not accepted by phone. Students are not automatically dropped for non-attendance, although instructors have the option to drop students who have not appeared in class. Students who have been dropped by the instructor for non-attendance are still bound to the same deadlines for refunds.
- **Petitions to add or withdraw from classes after census are available online and in CGI-301B.** University petition forms are not accepted. There will be a **\$25.00 administration fee for each class petitioned through CEGE.**

Withdrawal and Refunds Calendar

- Nov. 11/13: Open Enrollment for all students including winter visiting students (payment of fees required).
12/03: Last day to register without the \$25.00 late fee per class.
12/04: Late registration begins, and a \$25.00 late fee will apply.
- Dec. 12/21: Last day to withdraw from all classes and receive 100% refund (**with the subtraction of \$25.00 administration fee**). **No refunds will be issued after the first day of classes.**
12/22: First day of classes.
12/27: **Census:** Last day to drop/add classes without record of enrollment (no W grade).
- Jan. 01/16: **Last day of classes.**

Campus Safety Report – California State University, San Bernardino’s annual “Campus Safety Report” includes crime statistics and institutional policies from the previous three years concerning reported crimes that occurred on campus, on public property immediately adjacent to and accessible from the campus, and at our satellite Palm Desert Campus. You can obtain a copy of this report by contacting the campus Police Department at (909) 537-5165 or by accessing the following website: <http://police.csusb.edu/>

***Form on next page**

Open University Registration Form

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HOW TO SUBMIT REGISTRATION FORM	CONTACT US
1. Email: openu@csusb.edu 2. Online: https://www.csusb.edu/cege/open-university	5500 University Pkwy, CGI 301B San Bernardino, CA 92407 (909) 537-5975

Winter: Fees: \$320.00 per unit Social Security Number (Optional): _____
Social Security numbers are used for tax credit purposes

PLEASE COMPLETE ENTIRE FORM (ONE FORM PER COURSE) – PRINT LEGIBLY

Last Name: _____ First Name: _____ M.I. _____
Coyote ID: _____ Date of Birth: _____ Sex: Female Male Mailing
Address / P.O. Box: _____ Apt.: _____
City: _____ State: _____ Zip Code: _____
Best Contact Number: _____ Email Address: _____

Are you an international student? Yes No
→ If yes, visa type: F-1 J-1 Institution issuing I-20 or DS-2019: _____
→ Indicate your English language proficiency score (Visit <https://cel.csusb.edu/global/study-abroad-usa> for a list of eligibility scores):
 TOEFL _____ IELTS _____ Other equivalent exam & score: _____

Current educational status: Undergraduate Post-Baccalaureate
→ If Post-Baccalaureate: Degree-issuing institution: _____ Month & Year: _____

"I have received, read, and understand the attached Open University Enrollment Information Instructions – I also understand [that] after the first day of classes, there is no refund."
Student Signature: _____ Date: _____

Course Registration

5-digit Class No. _____ Subject & Class No. _____ Course Title _____

Instructor Name _____ Days _____ Time _____ Units _____

*Instructor _____ *Department Chair _____ **Dean of Graduate Studies (only required for 6000 level courses) _____

Course Registration

5-digit Class No. _____ Subject & Class No. _____ Course Title _____

Instructor Name _____ Days _____ Time _____ Units _____

*Instructor's Signature _____ *Department Chair _____ **Dean of Graduate Studies (only required for 6000 level courses) _____

Lab Registration & Signature

Lab 5-digit Class No. _____ Lab Instructor Signature _____ Dis. 5-digit Class No. _____

Instructor and Department chair approvals/signatures will only be required if: 1) the class is full, 2) the student does not meet the prerequisite requirements; or 3) the course is graduate-level course.