

# OPEN UNIVERSITY REGISTRATION FORM

(Registration instructions on reverse side)

**REGISTRATION DEADLINE: Monday, August 24, 2020**

(Registration is not complete until registration form is returned to College of Professional and International Education)

**SEMESTER: Fall 2020**

CAMPUS I.D.

–  –  (New Student Only)  
SOCIAL SECURITY NUMBER

LAST NAME

FIRST NAME MI

Enter any other name you may have used at CSULB:  
  
Last Name First Name MI

Address Apt. No.

City State ZIP  
( ) ( )

Cellular Other

Email Address Date of Birth: Month/Day/Year

Country of Citizenship

Have you ever applied to CSULB before?  Y (yes);  N (no)

Have you ever attended CSULB before?  Y (yes);  N (no)

If yes, did you attend CSULB prior to Fall 1988?  Y (yes);  N (no)

Enter the last term and year in which you attended a course offered by CSULB: \_\_\_\_\_

Are you currently a disqualified CSULB student?  Y (yes);  N (no) Gender: \_\_\_\_\_

Do you have a Bachelor's degree?  Y (yes);  N (no)

How did you hear about Open University?

	ACTION ADD DROP	COURSE SUBJECT AND NUMBER	CLASS NUMBER	SECTION	UNITS	INSTRUCTOR SIGNATURE (see below)	ASSOCIATE DEAN APPROVAL (CBA only)
1.							
2.							
3							
4.							

Instructor/departement approval Process:  
<https://www.cpie.csulb.edu/OpenUniversity/default.aspx?pid=5>

- College of the Arts and College of Natural Sciences and Mathematics
- College of Business
- College of Education
- College of Engineering
- Health and Human Services
- College of Liberal Arts

**OFFICE USE ONLY**  Before Change  After Change

**COURSE FEES:** \$ \_\_\_\_\_ **Input by:**

**I.D. SERVICES FEE:** \$ \_\_\_\_\_

**INSTALLMENT PLAN FEE:** \$ \_\_\_\_\_ **PP:**

**OTHER COURSE FEES:** \$ \_\_\_\_\_

**TOTAL FEES:** \$ \_\_\_\_\_

Other \_\_\_\_\_

Check # \_\_\_\_\_

Credit Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_ Security Code \_\_\_\_\_

Card Holder's Name \_\_\_\_\_ Authorizing Signature \_\_\_\_\_

# HOW TO USE THIS FORM

## Registration Deadline Date: Monday, September 21, 2020

Please refer to the CPIE Fall 2020 Open University website at [www.cpie.csulb.edu/OpenUniversity](http://www.cpie.csulb.edu/OpenUniversity) for detailed instructions on how to register for classes. The process is different depending on the college. If you are a returning student from Summer 2020, Spring 2020 or Winter Session 2020, you may be able to register through self-service without this paper form.

### TO DROP A COURSE

1. Check DROP box and complete department, number, section, and units.

2a. August 24–September 7

No signatures or stamps are required.

2b. September 8–November 20

Instructor and department chairperson signatures are required. You will receive a “W” on your transcript. A “Petition to Withdraw” form must be used.

2c. Submit completed form to [CPIE-Info@csulb.edu](mailto:CPIE-Info@csulb.edu)

2d. November 23–December 11.

Instructor, department chairperson, and college dean signatures are required. Only extenuating circumstances will be considered. University Provost will review for final approval. Catastrophic withdrawals only. Please visit the CPIE website for more information.

2e. Submit form to Enrollment Services during the last three weeks of the semester.

3. Last day of instruction is December 11

**Open university students must use open university registration forms to add classes.**

### ☆☆ REFUND SCHEDULE ☆☆

Last day to receive a partial refund is Monday, September 14, 2020.

Week 1– Week 3 (August 24–September 14) . . . . .	65% of total fees
Start of Fourth week (September 15) . . . . .	No Refund

Students registering for internet courses, do so with the understanding that they must have an alternate computer, in the event there is a system failure to their primary computer. No refunds will be granted due to student's personal computer failure.

**Questions? Please email • [cpie-info@csulb.edu](mailto:cpie-info@csulb.edu)**

Hours: Monday through Thursday 8 am–5 pm, Fridays 9 am–5 pm