



Fall 2009 Registration Packet

OPEN UNIVERSITY



California State University
SAN MARCOS

Extended
Learning

Policies and Procedures

OPEN UNIVERSITY

How do I register?

1. Complete the **online Quick Admit Student Request Form for Open University** found on the Extended Learning Web site at www.csusm.edu/el, or complete the attached Quick Admit form and return to Cougar Central 48 hours prior to registration. **DO NOT PRE-REGISTER OR PAY FOR REGULAR UNIVERSITY CLASSES AT THIS TIME.**
2. Select your classes from the CSUSM Class Schedule at <http://sweb.csusm.edu/Schedule/>.
3. Attend the first class meeting. If the instructor permits you to add the class, he/she will give you a 'permission number' that will enable you to register for the class using MyCSUSM. For online courses: You may e-mail the instructor requesting permission to add the course, and if accepted, the instructor can e-mail a 'permission number' that will enable you to register for the class.
4. If a class requires verification of prerequisites, you must complete the attached Waiver/Add form and take the form to Cougar Central.

Special Note: **The College of Education will no longer accept add-slips for Open University requests for any student teaching courses. Those courses are: EDMS 571, 572, 573; EDM1 571, 572, 573; EDMX 571, 573, 664, 672; EDSS 571, 572, 573**

Fall Semester Dates

August 31, - December 12, 2009

Fall Semester 2009 Registration Calendar

Quick Admit Forms are due before registration.

8/31: First day of Fall 2009 classes that meet the full term and first half. *Registration begins.*

8/31-9/14: **OU Registration** (online & in-person)

9/14: Last day to drop full semester classes with no academic record. Withdrawals after SEPTEMBER 14 for full semester classes may be granted for serious reasons only and require the appropriate College Dean's signature.

9/14: Last day to change grading option for classes that meet the full semester.

9/15: **\$25 Late Registration and \$15 Late Add fee.**

10/17: Last day of classes that meet the first half.

10/19: First day of classes that meet the second half.

10/26: Last day to drop classes with no academic record for second half classes.

12/12: Last day of fall classes.

12/23: Grades due.

Open University Fees

Course Fee Per Unit	\$195.00
Associate Student Fee	\$50.00
Athletics Fee.....	\$40.00
Childcare Services Fee	\$10.00
Academic Records Fee	\$12.00
Late Registration Fee.....	\$25.00
Drop Fee See Refund	Schedule
Refund Processing Fee	\$5.00

Open University students pay the same fee whether they are residents or non-residents of California.

Financial Aid is not available to OU students.

What Types of Payment Methods are Accepted?

- In person at Craven Hall, 3rd Floor: cash, check, money order and ATM/Debit Cards
- By Mail & Drop Box: check, and money order - no cash
- Online (MyCSUSM) or Telephone: MasterCard, American Express, Discover and E-Check

You may pay your fees with a credit card online at www.my.csusm.edu or call (866) 486-0459. Payments made via MyCSUSM are received by the University Cashiers Office no later than the next business day.

Note: MyCSUSM assesses each customer a convenience fee based on the transaction amount.

Open University Drop/Refund Schedule

Contact the University Cashier's Office for refund information.

Dropping Course(s) You may drop a course in accordance with the deadline dates in the Fall 2009 Open University Registration Calendar. Please note that fees are NOT transferable to another class registration. You will be charged a fee for every class you drop. Once classes have begun you cannot drop or withdraw from your last class via MyCSUSM. **This must be done in person.**

Which Courses Are Available?

Select your course(s) from the Cal State San Marcos online class schedule. **Instructors must first add all CSUSM admitted students.** Be sure you have fulfilled any course prerequisites. Some departments have restrictions on taking graduate-level courses.

IMPORTANT NOTE

Open University is not available:

- To currently Admitted CSUSM Students
- For Student Teaching
- To Int'l Students on F-1 or J-1 Visas
- To non-matriculated foreign students with a score of less than 550 on the TOEFL exam

College of Business Administration (CoBA)

Individuals wanting to enroll in an upper-division business administration course must have completed the lower-division pre-business core and submit the following to the CoBA Advising Offices (Markstein Hall, Suite 126) two weeks prior to the start of the semester:

- **A CoBA Special Permission Form***
- **A Business Status Application*** (showing completion of lower-division pre-business core) along with official or unofficial transcripts.
- **An Upper-Division Transfer Credit Approval Form*** along with a syllabus and official or unofficial transcripts for any CSUSM business course that has upper-division prerequisites.

*all forms are available online at: www.csusm.edu/coba

Academic Credit

Students will receive academic credit for courses taken through Open University and are subject to the same conditions, requirements, and standards as regular CSUSM students. **Note:** You cannot earn a degree through Open University.

Students may apply up to 24 units of Open University credit toward a baccalaureate degree and a maximum of 6 units toward a graduate degree. All 24 units through Open University may be applied to the 30-unit residency requirement. Grades earned through this program will affect your overall grade point average.

Rights and Privileges of Open University Students

Open University students have the same rights and disciplinary hearings, appeals, and due process as matriculated students and are subject to all campus regulations relating to conduct as described in the university policies and campus regulations applying to activities, organizations, and students.

Open University students are subject to University, College and Extension services regulations governing fees, refunds, transfers, change of program and the use of University facilities.

Student ID/Library Services/Email

Open University privileges include library access. To check out books, you will need a student ID, which can be purchased at the Cashier's Office. All registered CSUSM students receive an email address. To obtain your email address, please bring a valid picture ID and your Student Campus ID to any of the campus Computing Labs and a lab monitor will assist you.

Online Courses/Access to WebCT

Students who register for online courses will most likely be required to use WebCT. For additional information about logging in to online courses visit the IITS website at: <http://courses.csusm.edu/resources/students.htm>

Transcripts: Students who have attended CSUSM may request official transcripts (no fee required) by sending a written request to: Transcript Request, Office of Registration and Records, CSU San Marcos, San Marcos, CA 92096-0001. For more information call (760) 750-4814 or visit: www.csusm.edu/enroll/transcript_requests.htm

Disabled Student Services (DSS): DSS determines and authorizes reasonable accommodations for students with disabilities. Requests must be submitted with recent and appropriate documentation. To contact the Disabled Services Office call (760) 750-4905 or (760) 750-4909 (TTY); or www.csusm.edu/dss/

Extended Learning Contact Information

Foundation Classroom Building (FCB), Rm. 6108
Telephone: (760) 750-4020
Fax: (760) 750-3138
Office Hours: Monday-Friday, 8:00AM to 5:00PM

The CSU does not discriminate on the basis of gender, age, ethnicity, religion, disability, sexual orientation, pregnancy, marital or veteran status in any of its programs or activities. CSU San Marcos complies with all applicable Federal and State law and University policy in this area. Inquiries concerning compliance may be referred to the HREO Office, (760) 750-4416.

COURSE PREREQUISITE WAIVER & ADD FORM

Term: Spring _____ Summer _____ Fall _____

Are you enrolling through Open University? Yes No

Student: Your signature authorizes the change to your class schedule. Should your plans change, you will be responsible for dropping or withdrawing based on the deadlines and procedures in the Class Schedule.

Print: Last Name, First Name	Student ID	Email: ...@csusm.edu	Signature	Date

Student completes this portion:			Required from Faculty or Designee – Faculty/designee’s signature authorizes an override of course prerequisites.		
Class Number	Course Title	Units	Permission Number	Faculty or Designee Signature	Date

Office Use:
Processed by: _____ Date: _____ *This form replaces the **Schedule Adjustment Form** – Effective April, 2008. Office of the Registrar.

OPEN UNIVERSITY QUICK ADMIT FORM

Term: Spring _____ Summer _____ Fall _____

Note: This form must be submitted 48 hours prior to registration.

Date: _____

DOB (MM/DD/YY): _____ SSN: _____ Gender (circle): Male or Female

Last Name: _____ First Name: _____ Middle Initial: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: () _____ Email: _____

Are you a resident of the State of California (circle one): Yes or No If no, state of residence: _____

Student Signature: _____ Date: _____

Student: Submission of this form will result in the creation of a student record and account at CSUSM. This form will be destroyed and your Social Security Number will be suppressed in the campus registration system.

Office Use: Processed by: _____ Date: _____	CSUSM EL 05/15/08
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Additional Programs



Green Business Operations Certificate

Environmental issues have moved into the mainstream of our culture. These issues have created a demand for a deeper understanding of the problems and potential solutions to preserving our environment at the individual and business levels. Both public and private entities are setting goals and objectives in the areas of energy use, sustainable design and environmentally responsible operations of their sites and buildings. The challenges of creating and managing a green business require new skills, knowledge and methods of analysis. This program is offered in partnership with Sacramento State College of Continuing Education.

Call (760) 750-4020 for more information.



Osher Lifelong Learning Institute (OLLI)

Join us for intelligent fun! The Osher Lifelong Learning Institute provides mature learners (50 years and older) with an intellectually challenging program of non-credit courses taught by Cal State San Marcos professors and other experts in their respective fields. The program recognizes that an active mind fosters a general sense of well-being and challenges learners to stay intellectually alive and socially aware.

For more information, visit www.csusm.edu/el/OLLI.



Online Programs

Extended Learning also offers a variety of online courses and certificates including:

- ▶ California Supplementary Authorization (CSA) in Computer Concepts and Applications
 - ▶ Business & Management
 - ▶ Clinical Nurse Faculty Certificate
 - ▶ Green Business & Sustainability
 - ▶ Healthcare
 - ▶ Information Technology
 - ▶ Interior Design
 - ▶ Marketing & Communications
 - ▶ Microsoft Certified Certificates
 - ▶ Non-profit Management
 - ▶ Six Sigma
 - ▶ Technical Writing
 - ▶ Travel Agent Training
 - ▶ Website Design
- AND MANY MORE!**

Visit www.csusm.edu/el/distancelearning.html for more information.

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Extended Learning

333 S. Twin Oaks Valley Road

San Marcos, California 92096-0001

P: 760.750.4020 | www.csusm.edu/el

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