

OPEN UNIVERSITY APPLICATION

Students interested in the Open University program must submit this form each term that they wish to enroll as an Open University student. Please read instructions carefully on the second page of this application. For further information about the Open University program, please visit http://www.ce.csueastbay.edu/courses/open_university/index.shtml

Please provide complete information and print clearly. Incomplete or illegible registrations are subject to delays. Deadline to submit Open University Application is the **fifth day of the term** and requests submitted after this date will not be processed. Deliver completed form to the Student Information Lobby, WA 110 or the Concord Academic Services Center by the **fifth day of the term** and allow 5 business days for processing. For information about fees and the refund policy, please see Page 2 of this form.

Students should attend class on the **first day of the term** to avoid missing any important course work and must keep in mind that all deadlines will be applicable regarding their enrollment, drop and withdrawal dates/deadlines. These dates and deadlines can be found for each quarter on the Important Dates Web page at <http://www20.csueastbay.edu/students/academic-and-studying/important-dates.html>

After an application has been processed, a NetID and activation code will assigned to new students. New students will have access to online services 24 to 48 hours after activating their NetID. See Activation Code and enrollment instructions on the following page. Please note: Returning students may use the NetID and password used in previous quarters. After you activate your NetID, you may register on-line until **the end of the add/drop deadline**. Please note: Certain five-week session classes may have earlier add, drop and withdrawal deadlines and students must confirm deadlines at <http://www20.csueastbay.edu/students/academic-and-studying/important-dates.html>

Regularly matriculated students in a degree program at East Bay or students who are, currently, applicants for admission as an Undergraduate or Graduate student in the current term are NOT permitted to take courses through Open University. Matriculated students should not submit this form, but enroll online through MyCSUEB.

APPLICATION DATA (Please Print) Term: SUM FALL WTR SPR 20 _____

 Last Name First Name Middle Initial Social Security # or Net ID

Street: _____

City: _____ State: _____ Zip: _____

Gender: Male Female Phone: (____) _____

 Month/Day/Year of Birth

I have attended C.S.U.E.B: Yes No If YES, please indicate the year you last attended: _____

NEW STUDENTS (or Returning Students who have not activated their Net ID):

Please indicate, below, the e-mail address to which you would like your NetID Activation Code sent:

By signing below, you are authorizing the University to send your activation code to the address listed above. Please see the detailed instructions on how to create your Net ID (Student ID) by using the activation code. **New students cannot enroll online until they have activated their Net ID.** Please keep in mind that many e-mail providers treat mail from anyone not in your address book as spam or junk e-mail. Make sure that reg@csueastbay.edu is in your address book or you may not receive important information regarding your Open University application and/or Net ID Activation information.

<p>Please sign and date. For official university records, your signature certifies that the above information is correct, and that failure to pay Open University fees by the last day of late registration (end of add/drop) will result in the cancellation of your registration and all course enrollments will be dropped from your record.</p> <p>_____ Signature Date</p>	<p>Maximum Fees:</p> <p>Undergraduate: \$265/unit (1000-4000 level courses)</p> <p>Graduate: \$295/unit (5000-6000 level courses)</p> <p>Note: \$50 maximum lab fee may be assessed.</p>
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For Office Use Only:

Approved: Not Approved _____

Coded By: _____ Date: _____

California State University, East Bay

OPEN UNIVERSITY APPLICATION AND ENROLLMENT INSTRUCTIONS

1. **Application** - Submit your completed Open University Application form by the **FIFTH DAY** of the term by one of the following methods and allow 5 business days for processing. Late applications will **NOT** be accepted.
 - a. In person to the Student Information Lobby at the Hayward Campus
 - b. In person at the Concord Campus
 - c. Faxed to the Records office at 510-885-3816

Be sure all fields on the form are completed clearly to avoid any delays. For term dates, please visit <http://www20.csueastbay.edu/students/academic-and-studying/important-dates.html>
Students should attend class on the first day of the term to avoid missing important course work.

2. **New Students - Activation Code** - In order to access all student services, including online enrollment, new students must first activate their Net ID. The activation code will be e-mailed to the personal e-mail account listed on the Open University Application form. Visit <http://www.csueastbay.edu/netid> to activate your NetID using the activation code.

You will have access to the following on-line services 24 to 48 hours after you activate your NetID:

- i. <http://my.csueastbay.edu/> – MyCSUEB online enrollment and information about your records
- ii. <http://horizon.csueastbay.edu> – CSUEB student e-mail account; all students are required to check their accounts regularly for important university correspondence
- iii. <http://bb.csueastbay.edu> – to access class information on the Blackboard system

3. **Continuing Students** - Use your existing NetID and password to view your enrollment appointment date/time in MyCSUEB, which will be generated approximately 2 - 3 business days after submission of your application form.
4. **Enrollment** - Enroll in classes through MyCSUEB beginning on the SIXTH DAY of the term and ending on the last day of add/drop. Note: Certain five-week session classes may have earlier add, drop and withdrawal deadlines and students must confirm those deadlines at <http://www20.csueastbay.edu/students/academic-and-studying/important-dates.html>
5. **Waitlists** - You may add your name to a course waitlist, and will be automatically enrolled if space becomes available. There is no guarantee of enrollment from the waitlist, and students enrolled from the waitlist are held responsible for the enrollment. Be sure to check your schedule prior to the end of add/drop to ensure it is correct. Contact the department offering the course if you have concerns regarding your enrollment into a specific class.
6. **Payment** - Pay your Open University Fees **by the last day of add/drop**. Failure to pay by the deadline will result in your course enrollment being cancelled. You do not require an activation code to pay your fees. There are three ways to make a payment:
 - a. Pay directly online through <http://my.csueastbay.edu> by check or credit card (American Express, MasterCard, or Discover). To access the CASHNET system, please use your NetID and password.
 - b. In person at the cashier's office (student information lobby in Warren Hall or Concord Information Lobby). You may use a check or money order to pay in person.
 - c. Mail a check, payable to CSU East Bay: Accounting Office, WA 645, California State University, East Bay, Hayward, CA 94542-3024
 - d. For more detailed information about fee payment, please visit <http://www20.csueastbay.edu/students/financing-your-education/paying-fees/index.html> or call the Accounting office at 510-885-3767.
7. **Refunds** - Refunds are not automatic. A student must use the appropriate request form. The date that the withdrawal request form is filed at the University Records Office determines the amount of a refund. Students who drop or withdraw within the first eleven calendar days of the term are entitled to a 100% refund of tuition paid for that class less a \$15 processing fee. Students who withdraw or drop after the eleventh calendar day, but before the twenty-first day in an academic quarter, are entitled to a 65% refund of tuition paid for that class. No refund will be given if a student withdraws or drops after 20 calendar days. If you are eligible for a refund the amount is automatically credited to your University account. If you take no action, the balance is left on your account to apply toward future charges. Processing of refund requests takes approximately nine weeks.
8. **Contact** - For additional questions, please e-mail the Office of the Registrar at reg@csueastbay.edu or call 510-885-2784.

California State University, East Bay
Open University Online Enrollment Frequently Asked Questions

Q: Can the application form be submitted at any time?

A: Yes, you may submit your application for the Open University program to the Records office at any time, even prior to the start of the term.

Q: When is the last day the application form can be submitted?

A: The fifth day of the term. Applications received after this date will not be processed.

Q: Where can the application form be submitted?

A: Student Information Lobby at the Hayward campus, Concord campus lobby, or faxed to the Records office at 510-885-3816.

Q: When can students begin enrolling for Open University classes online?

A: Enrollment for full-term classes will begin on the sixth day of the term. Students must submit an application form and activate their Net ID (student ID) prior to enrollment. Please confirm enrollment deadlines for 5-week classes at <http://www20.csueastbay.edu/students/academic-and-studying/important-dates.html>

Q: Will students be held to the class prerequisites?

A: Open University students will be held to the same prerequisites for a class as for regularly matriculated students.

Q: Can Open University students add their name to a waitlist?

A: Yes, and students may be added from the auto waitlist which runs nightly if space becomes available. Students are held responsible for any class enrollment from the waitlist. There is no guarantee a student will be added from the waitlist, it is on a space available basis.

Q: Is the deadline to enroll in Open University classes the same as matriculated students?

A: Yes, the deadline to enroll in a full-term class is the last day of the add/drop period. Be sure your schedule is accurate prior to this deadline, as changes past this date are not permitted. Important dates can be found online at <http://www20.csueastbay.edu/students/academic-and-studying/important-dates.html>

Q: When is the deadline to pay for Open University classes?

A: The last day of the add/drop period for the term. Instructions on fee payment methods can be found in the online class schedule at <http://www20.csueastbay.edu/students/academic-and-studying/important-dates.html>

Q: How do new students receive an activation code to activate their Net ID?

A: The activation code will be e-mailed to the e-mail address listed on the application form within five business days of submission of the form.

Q: What is the contact information if I have questions?

A: E-mail the Records office at reg@csueastbay.edu or call 510-885-2784.