January 21     First Day of Classes

**TURN IN OPEN UNIVERSITY REGISTRATION FORM AFTER THE FIRST DAY OF CLASS ATTENDANCE**

January 22    **FIRST DAY TO TURN IN OPEN UNIVERSITY REGISTRATION FORMS**

February 5    Begin **LATE FEE** of $25

February 17    Open University forms will be processed by this date – Census Date

February 17    Last day to withdraw from classes without a “W” being recorded; withdrawal from classes after this date and continuing through the next four-week period will be permitted only for serious and compelling reasons and will require written approval by the Dean or Department Chair

February 17    Last day to change between audit and letter grading and credit/no credit

February 21    Last day to submit Open University registration form with Late Fee (Any forms submitted after this date must be accompanied by a letter from the professor stating that you have been attending class).

March 31    **HOLIDAY** – Cesar Chavez Day – **Campus closed**

April 6    Last day to withdraw from classes for serious and compelling reason (requires Dean or Department chair approval)

May 11    **Last Day of Classes**

May 13-19    Examination Period

**REFUND POLICY FOR 16-WEEK TERM**

Drop **PRIOR** to the first day of the term – 100% refund

Drop January 21 through February 10 - 60% refund

February 10 is the **LAST** day for partial refund (60%)

NO REFUNDS BEGINNING February 11 !!!

**COURSE CANCELLATION FOR ANY REASON**

A full refund of fees will be made

**FIVE OR MORE CLASS MEETINGS (OR ONLINE COURSE)**

1. Withdraw prior to the second meeting (or by the 4th day on an online course) full refund less $25 administrative fee.
2. Withdraw after the second scheduled class meeting (or after the 4th day of an online course) and prior to a date at which 25% of the course has elapsed – 60% of course fees refunded. No refund after 25% of the course has elapsed.

**FOUR OR FEWER CLASS MEETINGS**

1. Full refund less $25 administrative fee prior to the first meeting
2. Withdraw after the first meeting and prior to the second meeting- 60% of course fees refunded for the classes with 3 or 4 sessions; no refund for classes with 1 or 2 sessions.

**NONDISCRIMINATION POLICY**

EEGO does not discriminate on the basis of race, color, national origin, sex, physical handicap, or sexual orientation in the educational programs or activities it conducts. Students admitted to the program with physical, perceptual, or learning disabilities will be given the necessary accommodations provided their disability has been verified by the CSUB Office of Services for Students with Disabilities (661-654-3360).