



CSU Bakersfield
Extended Education and Global Outreach

Open University

POLICY & PROCEDURES

HOW TO GET REGISTERED

1. Locate the course(s) you want to take via class search: <https://www.csub.edu/classsearch>
2. Obtain instructor approval via email, forward instructor's original email to OpenU@csub.edu
3. Fill out *Open University Registration Form* and turn it in beginning two weeks **BEFORE** the term/course begins to Extended Education and Global Outreach via email to OpenU@csub.edu . (**main campus add slips will not be accepted**).
4. Pay course fees through your MyCSUB student portal. Late fee of \$25 is assessed if registration is not completed by date designated on Open University Academic Calendar. Refer to Open University Academic Calendar for deadlines. **Open University courses are not eligible for financial aid.**
5. In case of refund, the Extended Education refund schedule will apply, which can be found on the Open University Academic Calendar and the website: <https://extended.csub.edu/programs/open-university>

LIMITS

- Course will be recorded as an Open University course. A maximum of **24** semester units may be applied towards a Bachelor's Degree. A maximum of **9** semester units may be applied towards a Master's Degree.
- Full tuition must be paid upon registration. **Open University courses are not eligible for financial aid.**
- Registration will not be processed until regular matriculated students are registered.
- Open University enrollees must meet individual course prerequisites.
- Course will be entered on the student's permanent record as an Open University course.
- Extended Education and Global Outreach enrollments will generally not be certified for immigration purposes (I-20). At least 12 units must be taken in residence as an undergraduate or 10 units as a graduate student. An authorization letter from Admissions and Records is required for matriculated foreign students.
- To take 6000-level courses in the School of Business and Public Administration, all students must be matriculated (admitted to the graduate program in the School of Business and Public Administration).

OFFICE HOURS

During the pandemic, all communication will be done via email, Monday – Friday, 8 am – 5 pm **ONLY**.

Please send all forms and/or questions to OpenU@csub.edu

For more information regarding Open University, please e-mail us at OpenU@csub.edu, or check our website at <https://extended.csub.edu/programs/open-university>

WHAT IS OPEN UNIVERSITY?

CSU Bakersfield opens its courses to the community through the Open University program. Those interested can take CSUB courses without going through the formal CSUB admissions process.

WHO CAN ENROLL?

Anyone over 18 years of age or a high school student capable of doing college level work and not interested in registering as a regular student may enroll in many of the courses offered by CSUB. All course prerequisites and requirements apply. You must obtain Department Chair's signature if you haven't completed a prerequisite at CSUB for the course you wish to take.

WHY ENROLL THROUGH OPEN UNIVERSITY?

People enroll through Open University for any number of reasons, such as:

- To return to school in the middle years of a career
- A desire to take a particular class for personal growth or professional development
- Personal academic goals do not include a degree objective

- To explore a new field of study
- It's too late for regular admission
- To make up academic performance deficiencies

WILL I GET CREDIT AND GRADES?

YES! Open University students fulfill the same course requirements as regular students and these courses usually apply toward degree programs.

WHAT ARE THE FEES?

The current fees for Open University are:

Undergraduate: \$350 per semester unit

Graduate: \$400 per semester unit

Other miscellaneous course fees or lab fees are also due at the time of registration.

CAN I GET A DEGREE THROUGH OPEN UNIVERSITY?

NO. a maximum of 24 semester units for undergraduate and 9 semester units for graduate can be applied to a regular degree program. Individuals seeking degrees must eventually be admitted to CSUB.

WHEN CAN I ENROLL?

Open University registration forms will be accepted beginning two weeks **BEFORE** the term begins. All registration is processed through Extended Education and Global Outreach. Registration forms may be emailed to OpenU@csub.edu

DO I NEED TO BE ADMITTED TO CSUB?

No. Formal university admission is not required.

YES, I WANT TO REGISTER THROUGH OPEN UNIVERSITY, NOW WHAT DO I DO?

See front of page.

REFUND POLICY

Refer to the Open University Academic Calendar or on our website.

<https://extended.csub.edu/>