
Open University Registration

What is Open University?

Open University permits non-matriculated students (those who are not officially admitted to the University and registered for classes) to enroll in regular classes on a space-available basis. Students may apply a maximum of 36 quarter units completed through this process toward fulfillment of bachelor's degree requirements and up to 13 pre-approved units toward master's degree requirements at Cal State L.A., provided the courses are eligible for inclusion on these degrees. Open University enrollment does not constitute admission to the University.

Eligibility Requirements

Matriculated students who are in continuing student status for registration purposes (those who have registered in two of the preceding four quarters) may not enroll through Open University. Students who have been disqualified from Cal State L.A. must wait one quarter before enrolling in courses through Open University.

Students may not enroll through Open University for directed study (independent study), research, field work, cooperative education, or thesis/project classes or courses with the suffix R.

Students who register through Open University must obtain the signature of each course instructor and the stamp of the corresponding department/division on their Open University registration form. Students who register through Open University must satisfy all course prerequisites unless exempted by the appropriate department or division chair and may be disenrolled if prerequisites are not met. Open University students must comply with University and department policies and regulations regarding withdrawal/drop procedure, grading, student conduct, except as otherwise indicated. Students who register in 500-level courses must have written authorization (memo form) from the department/division chair.



Enrollment Procedures

1. Bring the COMPLETED registration form to the College of Extended Studies and International Programs (CESIP) for processing. We are located on the second floor of the Golden Eagle Building, Room 211. Make sure you have obtained the instructor's signature and the departmental approval stamp.
2. If paying with VISA or MasterCard, you must pay at the CESIP office.
3. If paying with cash or check, you will need to bring the completed form to CESIP for initial processing. You will be instructed to go to Cashier's for payment. The Cashier's Office is located on the first floor of the Administration Building, Room 128. Cashier's hours are Monday to Thursday, 8:00 a.m. to 6:00 p.m., Friday, 8:00 a.m. to 5:00 p.m.

To download an Open University Registration Form, visit us at www.calstatela.edu/extension and click on **Open University**.

College of
**Extended Studies and
International Programs (CESIP)**
Golden Eagle Building, Room 211
(323) 343-4900
www.calstatela.edu/extension
Monday - Thursday: 8:00 a.m. - 6:00 p.m.
Friday: 8:00 a.m. - 5:00 p.m.
Saturday: 8:30 a.m. - 1:00 p.m.
(First Saturday only of each quarter.)