Division of Academic Affairs
Extension and International Programs-EIP
Open University
657-278-2611 | eipconnect@fullerton.edu | https://extension.fullerton.edu/ou/

DATE: August 2, 2023

TO: Faculty, Dept Chairs, and Administrative Staff

FROM: Karen McKinley, Senior Director
                       Extension and International Programs-EIP

RE: Open University Fall 2023 – Requests for Approval to Enroll & Registration opens August 7, 2023

Please forward this email with memo to all faculty and instructors in your department, as they need this information to act on OU requests for approval to enroll this Fall 2023.

Please take a moment to review the important details below outlining current information regarding enrollment through Open University.

NEW: **Effective Fall 2023, permits are required for all Open University (OU) enrollment requests. Electronic permits are required for all students enrolling through Open University for the fall and spring semesters and must be placed by the Academic Department at the department approval step. All students enrolling through Open University will register directly through Titan Online Self-Service by appointment after faculty approval and department-issued electronic permit.**

Student Actions for OU Titan Online Self-Service Enrollment for Fall 2023

1) **Create a New or Update a Prior Student Record in Titan Online**
   Now the first step in any semester is for the student to either create a new student record or update a prior student record to assign themselves an Open University enrollment appointment window for the current term.
   The Open University enrollment appointment window for Fall 2023 is August 7–September 5, 2023.

2) **Registration Holds on Student Records**
   Any student enrolling into a course at CSUF will need to clear all appropriate Holds, including Holds that may have been placed previously when a student was admitted, and are no longer applicable. Please assist students with clearing old Dept Advising Holds, as needed.

3) **Students Request Approval to enroll into Course Sections starting August 7, 2023-from the Open University Site at https://extension.fullerton.edu/ou/**
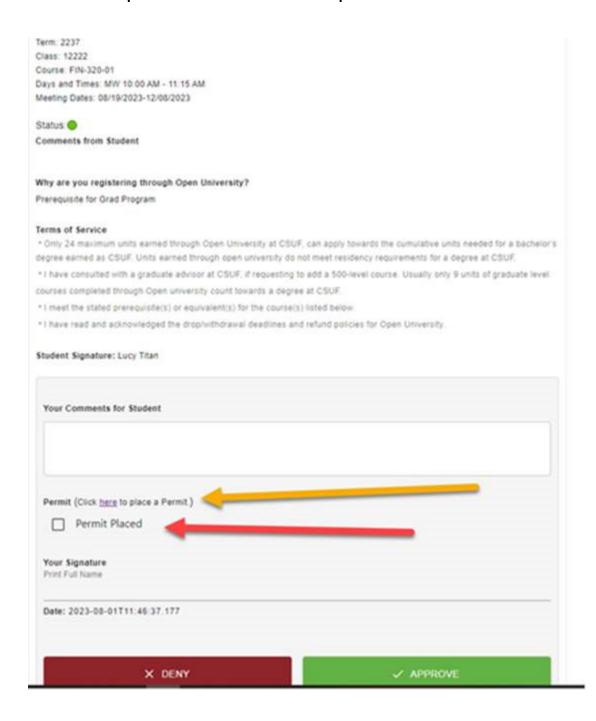   •All students must initiate a request for approval to enroll into any course section. When doing this, they acknowledge they meet stated prerequisites or equivalent for the course(s). *The request for approval includes open, closed or wait-listed course sections.*

•The request for approval will route to the campus employee email address of instructor of record first, and if the instructor approves, then the request will route to the Dept-designated email in-box for the final approval and permit placement in CMS.

•From there, the student will be messaged to complete further steps through Titan Online Self-Service under the Manage Classes and the Financial Account tiles to fully register and pay fees immediately

•If the request for approval to enroll is denied by either instructor or Dept, the student will be messaged with that information instead.

Instructor/Department Actions for OU Titan Online Self-Service Enrollment for Fall 2023

•**Instructor Approval Step:** The Request for Approval to Enroll will route to the instructor of record first. Please be prompt in reviewing these requests and providing approval or denial. The instructor may immediately approve all requests---for open, closed and wait-listed sections.

•If approving a student to participate in a wait-listed section---please provide preliminary access to Canvas—so the student does not get behind on the course. Access to view Canvas is not official enrollment. Always refer to your Class Roster in Titan Online for this information and be sure to delete student names from Canvas that are not officially enrolled by census on September 18.

•NEW: **Wait-listed Course Requests:** If a class is wait-listed---the approval from the instructor **will not** route to the Dept-designated email in-box for review until Monday of week two of the semester (August 28 for Fall 2023), because this is when CMS wait lists expire and this is the first date Depts can make decisions on adding additional students to wait-listed section.

•NEW: **Department Approval and Permit Step:** When the Dept receives any request for approval, the department will now be prompted to **approve AND place a PERMIT** for the specific student to add the course section requested. This is a required step in the approval process. The student cannot register without this step completed. The Request for Approval Review template is displayed below. You will not be able to bypass the permit step when approving. Information about how to place a permit is here: How to Place a Permit.

•**Confirmation of Dept-designated email in-box:** The Request for Approval form will be forwarded to Dept-designated Email in-boxes noted here: Academic Dept Email Address List. **Please let us know ASAP if you think your Dept-designated Email Address needs to be updated.**

Screenshot of New Dept Review Form with Permit Required

Term: 2237
Class: 12222
Course: FIN-320-01
Days and Times: MW 10:00 AM - 11:15 AM
Meeting Dates: 08/19/2023-12/08/2023

Status: 🟢
Comments from Student

Why are you registering through Open University?
Prerequisite for Grad Program

Terms of Service
* Only 24 maximum units earned through Open University at CSUF, can apply towards the cumulative units needed for a bachelor's degree earned as CSUF. Units earned through open university do not meet residency requirements for a degree at CSUF.
* I have consulted with a graduate advisor at CSUF, if requesting to add a 500-level course. Usually only 9 units of graduate level courses completed through Open university count towards a degree at CSUF.
* I meet the stated prerequisite(s) or equivalent(s) for the course(s) listed below.
* I have read and acknowledged the drop/withdrawal deadlines and refund policies for Open University.

Student Signature: Lucy Titan

Your Comments for Student

[text box]

Permit (Click here to place a Permit.)

☐ Permit Placed

Your Signature
Print Full Name

Date: 2023-08-01T11:46:37.177

| ✕ DENY | ✓ APPROVE |

Important Contact Information:

EIP Student Services (Enrollment Procedures)
657.278.2611
eipconnect@fullerton.edu

Open University Advisors
Margaret Y. Luzzi at mluzzi@fullerton.edu (Senior Administrator)
Suzanne Batista at sbatista@fullerton.edu
Michelle Hernandez at mihernandez@fullerton.edu

University Semester Abroad Program (USA)
Contact Christine Pircher-Barnes at cpircher@fullerton.edu

OU Website: https://extension.fullerton.edu/ou/
Fall 2023 Open University: https://extension.fullerton.edu/ou/fall.aspx

EIP Finance
Enrollment Cancellations, Refunds, Payment Plans, and Third-Party Agreements
eipfinance@fullerton.edu

Thank you, as always, for your support of the Open University student journey!