

CSU Maritime Academy

OPEN UNIVERSITY REGISTRATION FORM

SECTION 1 - TO BE COMPLETED BY STUDENT

Indicate Term in which you are enrolling: Fall Semester Spring Semester Summer Session 20 _____

Full Name _____ Student ID _____

Address _____ SSN (for new students) _____

Birthdate _____

Gender: Male Female

Home Phone _____ Email _____

Ethnicity (optional) <input type="checkbox"/> Black, non-hispanic <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian, Pacific Islander <input type="checkbox"/> Hispanic <input type="checkbox"/> Filipino <input type="checkbox"/> White, Non-hispanic <input type="checkbox"/> Other: _____ <input type="checkbox"/> Decline to state	Class Level/Degree Held: <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Post-Bacc or 2 nd Bacc <input type="checkbox"/> Degree Held: _____ <input type="checkbox"/> Degree Earned: _____	If you attended Cal Maritime in the past, provide the last term in attendance? <input type="checkbox"/> Fall, Year: _____ <input type="checkbox"/> Spring, Year: _____ Are you a U.S. citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No
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SECTION II: SCHEDULE AREA – Go to class to secure faculty approval.

Course # & (Section)	Permission #	Course Title	Meeting Days/Time/Location	Units	Faculty Signature & date required to approve the add .
EX: EGL 100 (01)	####	English 100	MWF/10-10:50/ FAC 103	3	Faculty Signature, Date
Total Units (may not exceed 7 units)					

Are any of the courses above belong to an IMPACTED PROGRAM (e.g., ME, MET, FET, MT)? If YES, per policy, you must secure the approval of the department chair and academic dean.

Dept Chair: _____ Date: _____

Academic Dean: _____ Date: _____

SECTION III – ACKNOWLEDGMENT

I understand and will adhere to the Cal Maritime Open University policy and procedures. I understand that my courses will be dropped by the 20th day of instruction if I do not pay the OU fees by the deadline. I am not eligible for financial aid and on-campus housing.

Student Signature: _____ Date: _____

Return completed form to the Office of the Registrar

CSU Maritime Academy

OPEN UNIVERSITY INFORMATION

Open University Procedures:

- Enrollment in Open University is open to non-matriculated students only. This includes: former Cal Maritime students who have been inactive (matriculation closed) or graduated (alumni); students who have been academically disqualified from Cal Maritime or other institutions; international or non-resident students not enrolled in a University program, and members of the general public. Students who received a sanction of suspension or expulsion at the Cal Maritime may not enroll through Open University. Questions regarding sanctions should be directed to the Commandant's Office.
- Academically disqualified students may elect to enroll at Cal Maritime through Open University to register for courses in which grades of "D" or "F" was earned. All grade attempts for a repeated course will be recorded on students' transcript and averaged into the GPA calculation. Courses attempted through Open University are not subject to the repeat policy. In accordance with the University Academic Standing policy, students disqualified for a third failure of a course must successfully complete the course prior to readmission. It is recommended that academically disqualified students meet with the department chair for advising prior to enrolling in Open University.
- Open University is not open to students who received an approved Leave of Absence/Withdrawal or elect to not enroll in a semester at the Cal Maritime Academy. Students with an approved Leave of Absence are still matriculated and therefore, not eligible to register in Open University.
- Students interested in taking courses offered in an impacted program (check the Admissions website) must secure the approval of the department chair and academic dean on the Open University form.
- Students may enroll in up to three (3) courses per semester and may not exceed 7 units, but may not enroll in directed or independent or individual study, research, thesis, field work, cooperative education or cruise.
- A maximum of 24 semester units earned through Open University in a non-matriculated status may be applied toward a bachelor's degree. All units attempted through Open University will be calculated in the student's grade point average.
- Students should attend the first week of classes and secure faculty approval the second week of late registration (priority is given to matriculated students); the Open University Add forms will be processed during the second week of the late registration period. Students must complete the registration process prescribed on the Open University website by the University's published add/drop period. Open University Add forms will not be processed prior to the start of the semester.

Student must pay Open University fees at the Cashier's Office, as prescribed on the Open University website, which will provide the most current Open University tuition fee, which applies to both in-state and out-of-state students. Student will then be directed to the Cashier's Office/Student Accounts Office for payment of Open University fees or make an online payment via Cash Net. Students are advised to check with the Business Office for adjustments and/or refund policy.

- Open University students will be issued a temporary Cal Maritime email address and access to university learning platforms, such as Moodle, which may be required for the course(s). Upon completion of the semester, students may view their grades online or request an official Cal Maritime transcript.