

# 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    Year: \_\_\_\_\_

Full Name \_\_\_\_\_ Student ID \_\_\_\_\_

Address \_\_\_\_\_ SSN (for new students) \_\_\_\_\_

\_\_\_\_\_ Birthdate \_\_\_\_\_

Home Phone \_\_\_\_\_ Email \_\_\_\_\_

<b>Ethnicity (optional)</b> <input type="checkbox"/> Black, non-hispanic 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	<b>Class Level/Degree Held:</b> <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Post-Bacc or 2 <sup>nd</sup> Bacc <input type="checkbox"/> Degree Held: _____ <input type="checkbox"/> Degree Earned: _____	<b>If you attended Cal Maritime in the past, provide the last term in attendance?</b> <input type="checkbox"/> Fall, Year: _____ <input type="checkbox"/> Spring, Year: _____  <b>Are you a U.S. citizen?</b> <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
<b>Total Units (may not exceed 7 units)</b>					

**Do any of the courses above belong to a program that is associated with licensing requirements (STCW, sea time, etc.)? If YES, per policy, you must secure the approval of the department chair and appropriate dean.**

Dept Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Appropriate Dean: \_\_\_\_\_ Date: \_\_\_\_\_

### SECTION III – ACKNOWLEDGMENT

I understand and will adhere to the Cal Maritime Open University policy and procedures. I have read and will adhere to the statements below. I understand that my courses will be dropped by the 20<sup>th</sup> day of instruction if I do not pay the OU fees by the deadline. I am not eligible for financial aid, specific services, and on-campus housing.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return completed form to the Office of the Registrar**

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## 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 Cal Maritime may not enroll through Open University. Questions regarding sanctions should be directed to the Conduct Office.
- License-track cadets must be fully matriculated the semester that a course is taken to maintain Cadet status and earn STCW and/or seatime credit. STCW and/or seatime designated courses completed through Open University will not count toward license track program requirements and would need to be repeated as a fully matriculated Cadet. Courses with STCW and/or seatime are designated on the respective curriculum roadmap and in the catalog description.
- Academically disqualified students can enroll at Cal Maritime through Open University to register for courses only in which grades of "D", "F", "NC", or "IC" were 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 interested in taking courses offered in a licensed program (check the Admissions website) must secure the approval of the department chair and appropriate 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.
- Open University students will be issued a temporary Cal Maritime email address and access to university learning platforms, such as Canvas, 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.

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.