

# UNIVERSITY OF THE PACIFIC

*CENTER FOR PROFESSIONAL AND CONTINUING EDUCATION*

## Open University

### *Why Choose Open University?*

- \* To acquire or update professional skills.
- \* To take courses while waiting for University admission.
- \* To take courses in areas that are of special interest.

### *Course Credits*

Students may apply up to 24 units of credit earned through Open University to a baccalaureate degree at Pacific and up to 12 units of credit to a graduate degree. Check with the appropriate academic department before enrolling in a course, as each department decides which courses may be applied toward a degree.

### *Who May Register?*

Open University is open to non-matriculating students only. Students formally admitted to the University, including international students on F-1 visas, may not enroll in classes through Open University.

The Open University Program at University of Pacific allows members of the community to register for regular University courses without having to apply to Pacific or to submit transcripts. Open University students attend the first class meeting and confirm space availability with the professor. However, Open University students may not register for a class until the class meets for the third time. They participate in all class assignments, projects, and exams along with matriculating students and must abide by all regulations, policies, and procedures governing the University's regular courses.



**For more information on the Open University program call (209) 946-2424 or e-mail, [cpce@pacific.edu](mailto:cpce@pacific.edu).**

# OPEN UNIVERSITY AT UNIVERSITY OF THE PACIFIC

## Registration Process:

After you have decided which courses (maximum of two per semester) you wish to take, complete this form and arrange to get the approval and signature of the course instructor. The instructor's signature *must* be on the registration form *before* registration is approved and tuition payment is made. Checks should be made out to *University of the Pacific* and submitted to the Student Accounts Office, Finance Center, University of the Pacific, 3601 Pacific Avenue, Stockton, CA 95211.

### *Fall 2009 Open University Calendar*

Registration	August 24
Class begins	August 24
Last day to add	September 4
Last day to drop	September 18

#### Tuition Fees:

Tuition fees are \$1,095. per unit (up to 8.5 units).

#### Refund Policy:

Refunds are based upon a percentage of calendar days.

	<u>Refund Fee</u>
Withdrawal before classes begin.....	No Charge
On first day of class.....	\$100.00, or 5%, whichever is less.
Within next six calendar days of semester.....	\$200.00, or 10%, whichever is less.
10% of calendar days.....	90% refund, 10% penalty
18% of calendar days.....	80% refund, 20% penalty
25% of calendar days.....	60% refund, 40% penalty
38% of calendar days.....	40% refund, 60% penalty
50% of calendar days.....	25% refund, 75% penalty
After 50% of calendar days.....	No refund, 100% penalty

Calendar days of a semester may vary from semester to semester. For exact dates, please contact the Student Accounts Office at 946-2517.

#### Transcript Requests:

To obtain a transcript of courses taken through Open University, you must submit a request to the Registrar's Office in Knoles Hall, or call them at 946-2135.

<input type="checkbox"/> Cash	<input type="checkbox"/> Check/Money Order	<input type="checkbox"/> Other
<input type="checkbox"/> Visa	<input type="checkbox"/> Master Card	
_____	_____	_____
Credit Card Number	Expiration Date	Cardholder's Signature

