

OPEN ENROLLMENT PROGRAM

What is Open Enrollment?

Open Enrollment is a program, which offers part-time study on a space-available basis to the general public, where one may enroll in or audit on-campus, undergraduate courses. Open Enrollment begins during the Drop/Add period, which is the first week of the term. Students may register for a maximum of two courses per term and are limited to four (4) courses maximum per year. No more than EIGHT (8) total courses are permitted for the Open Enrollment program. Extended studies beyond the eight course limit may be granted in special circumstances by approval of the Registrar.

Who may enroll?

Traditional Open Enrollment students are people who are considering initial work toward a bachelor's degree, who have taken prior college courses, or those who may want to take classes for their own personal enrichment. Students may enroll in a total of 4 courses maximum per year (2 per semester), however extended studies beyond the 4 course limit may be granted under special circumstances.

Who is not eligible?

High-school students are not eligible for Open Enrollment. Additionally, Open Enrollment is *not* an option for current students or any student who was ever admitted to Saint Mary's College through the Admission process. *Students fitting this description may audit a course or take it for credit at the standard tuition and/or audit rate and should contact the Registrar's Office to enroll. These students may also register as early as the Pre-registration period for each term.*

What is the cost?

Saint Mary's College follows a 4-1-4 calendar, which includes Fall and Spring terms of about 15 weeks each, a January term and Summer term of one month each. Most of the courses are the equivalent of 3.5 semester units or 5 quarter units.

In addition to the \$35 registration fee, the cost per course is \$2760 or \$200 to audit a class. Students wishing to audit a Graduate course must speak to the intended graduate program.

When do classes begin?

The Fall term begins in late August and ends in December. The January and Summer Terms are intensive one-month terms, in which students take only one course. Spring term begins in February and ends in May. Classes are offered primarily during the day, with a few classes scheduled in the evening.

How do I apply?

To search for classes, we suggest that you view our website at gaelxpress.stmarys-ca.edu. Select "Current Students," and then "Search for Classes." Once you find the class(es) you're interested in, attend the course one the first day of school to request signed permission from the instructor. Submit the completed Open Enrollment form, signed by the instructor, to the Registrar's Office to enroll. For general questions about Open Enrollment, you may telephone (925) 631-4214 or (925) 631-8004. Course offerings may also be found at www.stmarys-ca.edu/registrar, however searching through GaelXpress provides information about availability of spaces in the class.

OPEN-ENROLLMENT FORM

For Non-Matriculated Students

Please complete this form and return to
Saint Mary's College · Office of the Registrar
P.O. Box 4748 · Moraga, CA 94575 · Telephone (925) 631-4214

Name _____

Social Security # _____

(Note: Your Social Security number is requested to verify your identity for accurate record keeping and is required in order to receive an I-19 form for your tax break; providing the number is voluntary. If you do not provide your Social Security number, please provide date of birth.)

Street Address _____

City, State _____

Zip _____

Daytime Phone _____

Home Phone _____

E-mail Address _____

COURSE PRE-REGISTRATION INFORMATION

20____ Fall Term January Term Spring Term Summer Term

Department
ie: COMM

Course - Section
123-02

Course Title
Language of the Minds

Instructor's Signature _____

Total courses enrolled (maximum two per semester): _____.

Tuition per term (\$2,760 per 1.0 credit course) x _____ credits = \$_____
(\$690 per .25 credit course) x _____ credits = \$_____
Audit per term (\$200 per course) Undergraduates x _____ courses = \$_____
(\$80 per unit) Graduate Students x _____ courses = \$_____.

Registration Fee (\$35.00): _____ + \$35 _____.

Tuition Waiver H.R. Initials _____

TOTAL: \$_____.

To pay by check, make payable to Saint Mary's College

For Office use only:

Student ID # _____

Amount Paid: _____

Date: _____

Business Office Initials: _____

Registrar staff signature: _____

Date: _____