



OPEN-ENROLLMENT 2018-2019

What is Open Enrollment?

Open Enrollment offers part-time study on a space-available basis to the general public. The open enrollment form must be signed by the instructor of the class(s) during the Add/Drop period, the first week of the term. Students may register for a maximum of two (2) 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.

Who May Enroll?

Open Enrollment students include people considering initial work toward a bachelor’s degree, have taken prior college courses, or those who wish to take courses for their own personal enrichment.

Who is Not Eligible?

- High school students are not eligible for Open Enrollment
- Current Saint Mary’s College students

What is the Cost?

The cost per full credit undergraduate course is \$3540 to enroll or \$200 to audit a course, as well as a \$35 registration fee. Students wishing to audit a Graduate course must contact the intended graduate program directly.

How do I Apply?

To search for courses online go to: gaelxpress.stmarys-ca.edu. Select “Current Students,” and then select “Search for Classes.” Searching through GaelXpress provides information about availability of spaces. You will need to attend the course on the **first day** of the course(s) to request the instructor signature. Submit the completed form, after payment to the Registrar’s Office (you will then be officially enrolled). For additional inquiries please contact the Registrar’s Office at (925) 631-4214.

Name (please print)

DOB

Address(Street/City/Zip)

email/phone number

Dept/Course/Section/credit

Instructors Signature

-----revised 2/19-----

For office use only: Student ID # _____ Audit (\$200) _____

\$35.00 Registration fee plus course fee (\$3540. Per full credit course, \$885 per quarter credit)

BO initials _____

Registrar Staff initials/date stamp _____