

THE CALIFORNIA STATE UNIVERSITY
OFFICE OF THE CHANCELLOR



BAKERSFIELD

CHANNEL ISLANDS

CHICO

February 14, 2002

DOMINGUEZ HILLS

FRESNO

MEMORANDUM

FULLERTON

HAYWARD

TO: CSU Presidents

HUMBOLDT

FROM: Charles B. Reed
Charles B. Reed
Chancellor

LONG BEACH

SUBJECT: Policy Governing the Enrollment of Non-Matriculated Students in CSU State-Supported Courses and in CSU Self-Support Special Session Courses—Executive Order No. 805

LOS ANGELES

MARITIME ACADEMY

MONTEREY BAY

Attached is a copy of Executive Order No. 805, related to the enrollment of non-matriculated students in CSU state-supported and self-support special session courses.

NORTHRIDGE

POMONA

In accordance with policy of the California State University, the campus president has the responsibility for implementing executive orders where applicable and for maintaining the campus repository and index for all executive orders.

SACRAMENTO

SAN BERNARDINO

CBR/clm

SAN DIEGO

Attachment

SAN FRANCISCO

c: Vice Presidents for Academic Affairs
Extended Education Deans
Executive Staff, Office of the Chancellor

SAN JOSE

SAN LUIS OBISPO

SAN MARCOS

SONOMA

STANISLAUS

THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
401 Golden Shore
Long Beach, California 90802-4210
(562) 951-4700

Executive Order: 805
Title: Policy Governing the Enrollment of Non-Matriculated Students in CSU State-Supported Courses and in CSU Self-Support Special Session Courses
Effective Date: February 14, 2002
Supersedes: Executive Order No. 298

This Executive Order is issued pursuant to and in implementation of Sections 40202 and 40407.1 of Title 5 of the California Code of Regulations.

The California State University establishes the following policy for non-matriculated students who seek to enroll in CSU state-supported courses and/or in CSU self-support special session courses.

1.00 Enrollment Authorization and Credit

- 1.01 Campuses are authorized to enroll non-matriculated students in state-supported regular courses for special session course credit, subject to the conditions specified below.
- 1.02 Campuses are authorized to enroll non-matriculated students in self-support special session courses for special session course credit, subject to the conditions specified below.

2.00 Credit Limitations

- 2.01 A maximum of 24 semester units (36 quarter units) in special session course credit earned through state-supported or self-support regular course offerings in non-matriculated status may be applied toward the degree.
- 2.02 The chancellor may establish and revise criteria for application of special session credits earned through enrollment in state-supported regular course offerings toward the degree, in accordance with applicable law.

3.00 Course Availability and Scheduling

- 3.01 Enrollment or potential enrollment of non-matriculated students in state-supported courses shall not be the basis for the addition of a course that would otherwise be canceled because of low enrollment of regularly matriculated students.
- 3.02 The enrollment limit of a state-supported course shall not be increased because of the enrollment of non-matriculated students beyond the maximum size that would ordinarily be deemed appropriate. The campus may further limit the number or proportion of non-matriculated students in a state-supported regular course to assure maintenance of quality.

4.00 Conditions of Enrollment

- 4.01 Enrollment of non-matriculated students in state-supported regular courses or in self-support special session courses shall not be permitted until reasonable steps have been taken to provide full enrollment opportunity to eligible matriculated students.
- 4.02 Campuses may require that non-matriculated students seeking to enroll in state-supported regular courses or in self-support special session courses meet course prerequisites and may establish other requirements for enrollment.
- 4.03 Registration of non-matriculated students in state-supported regular courses or in self-support special session courses shall be conducted in such a manner as not to interfere with the course instruction.

5.00 Applicable Fees

Non-matriculated students enrolling in state-supported regular courses or in self-support special session courses shall be assessed self-support fees deemed appropriate by the campus.

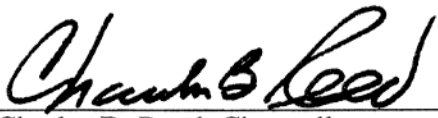
6.00 Handling of Revenue

- 6.01 All revenues derived from the enrollment of non-matriculated students in state-supported regular courses or in self-support special session courses shall be deposited in the Continuing Education Revenue Fund (Education Code Section 89704) or in campus trust (Education Code Section 89721 [i]).
- 6.02 The allocation of all revenues derived from the enrollment of non-matriculated students in state-supported regular courses or in self-support special session courses shall be determined by the campus president, following consultation with the campus budget advisory committee. The

Continuing Education Revenue Fund or campus trust (in accordance with established procedures) shall reimburse state General Fund expenditures associated with non-matriculated student enrollments. Documentation of revenues and expenditures related to this program shall be maintained in sufficient detail to facilitate the conduct of evaluative studies.

7.00 Record Keeping

For purposes of reporting, registration and enrollment records concerning state-supported regular courses and self-support special session courses in which non-matriculated students are enrolled shall be kept so as to differentiate between matriculated and non-matriculated students.



Charles B. Reed, Chancellor

Dated: February 14, 2002