

## Chemistry and Biochemistry Summer Enrollment Information

(Summer Session 2: May 31 - July 12, 2022 & Summer Session 3: July 13 - August 23, 2022)

Students who wish to take *in-person*<sup>1</sup> chemistry courses at CSUN during Summer 2022, whether they are current CSUN students (full or part-time) or non-CSUN students wishing to complete coursework for other universities, must first begin the enrollment process via CSUN's The Tseng College through the link below. Information regarding the registration process, course pricing, payments, refunds, etc. are available on this site:

<http://tsengcollege.csun.edu/programs/summer>

For additional questions, please call The Tseng College at (818) 677-2504 or email them at [collexl@csun.edu](mailto:collexl@csun.edu).

**For non-CSUN students (please read carefully):** Our Department will need the following to determine your eligibility to enroll in the desired Summer course(s) and lab(s). Keep in mind, you are responsible for meeting *all* of the prerequisites for our courses and you will only be able to enroll during the open enrollment period with permission numbers provided by our Department (if space permits). Open enrollment for non-CSUN students begins **April 1, 2022** and ends June 10, 2022 for Summer Session 2 and July 22, 2022 for Summer Session 3 (these are the last days to make any schedule changes and receive a full refund).

Please **email** the information requested below to [chemistry@csun.edu](mailto:chemistry@csun.edu) and be sure to include "SUMMER ENROLLMENT" in the subject line:

1. *Unofficial* copy(ies) of your current or former transcript(s) that reflect prerequisite coursework you have taken or are currently taking (not needed if prerequisites were completed at CSUN)
2. A photo or scan of your student I.D. card, if you have one, from your current university or college in order for us to match your transcripts and student number with your I.D
3. Your best contact **phone number** (when we call you, it may be from a *blocked* phone number)
4. A detailed summary of the courses and labs you wish to take - Include the 5-digit class numbers of specific sections if you have a preference
5. Any additional information you wish to provide that would better help us determine your eligibility

Beginning late February 2022 (*not before!*), we will start accepting and reviewing transcripts via email on a *first come, first served* basis, so the sooner we receive your transcripts the greater the chances that you will obtain a spot in a class and/or lab. We will email you once your transcripts have been received and again when they've been reviewed. If approved (*space permitting*), we will contact you via phone *on or after* the open enrollment date (**April 1**) to assist you with the online enrollment process and provide you the necessary permission numbers to enroll.

**\* Payment will be required within TWO HOURS of enrollment for all Summer courses! \***

We cannot guarantee that you will get your first choice(s), but we will try to accommodate your requests as much as possible. For any further questions about our Department and the courses that we offer, please refer to the online University Catalog (<http://catalog.csun.edu/academics/chem/courses/>) or email our office at [chemistry@csun.edu](mailto:chemistry@csun.edu).

<sup>1</sup> All Chemistry courses and labs are projected to be in-person for Summer 2022. There are no virtual options planned at this time. You must live locally and be able to attend campus regularly.