

OPEN UNIVERSITY- Information for Fall 2017

Classes begin August 28, 2017

Fee is \$281 per unit for undergraduate courses, \$340 for graduate courses (600 level and above)

Register online at ces.sdsu.edu/openu
beginning **August 21** for immediate access to open classes.

Students are responsible for meeting all course pre-requisites prior to registration.

Fall 2017 Open University Deadlines

Regular Registration (Register in open seats and via automated waitlist)	Registration via Waitlist Only (Instructors add students from waitlist)	Deadline to Drop* (with full refund -\$21)	Deadline to Drop* (with 65% refund)	Withdrawal Deadline** (No refund) – W on transcript Instructor signature required Change of grading option
8/21-9/1	9/2-9/11	8/25	9/11	9/18

Drops are available online, in person, or by mail (no signature required). In person and by mail drops: Complete an Extended Studies transaction form and return the form to Extended Studies. Withdrawals must be done in person or by mail only.

Please note: Instructors can drop Open University students for lack of prerequisites or non-attendance. Not all instructors will utilize the instructor-initiated drop. It is the student's responsibility to manage their schedule.

*All refunds are subject to a \$21 administrative charge plus ASB/student fees will be deducted after first class session.

**Registration or withdrawal after deadline dates above are by petition, only for serious and compelling reasons.

NOTE: Undergraduate students who have been disqualified from SDSU are not allowed to attend Open University or classes through the College of Extended Studies special sessions until one year from the date of disqualification. Graduate students must wait one semester after disqualification.

Please be aware: Only 24 units of Open University credit may be applied toward an SDSU undergraduate degree. For graduate students, not more than nine units of coursework taken in Open University prior to admission to an advanced degree or advanced certificate are acceptable on a program of study.

The College of Extended Studies registration and cashiers offices are located on the 1st floor of the Gateway Center Building, 5250 Campanile Drive, corner of Hardy Avenue at Campanile Drive. Registration in open classes may be done online, in person, by phone, by US mail, by fax, or by secure email. For information on how to submit by secure email, contact the registration office. Waitlists must be done online only.

Registration Office: (619) 594-5152 Cashiers Office: (619) 594-2606
Monday–Friday, 8 am-5 pm

A drop box is available on the patio at the Hardy Avenue entrance for after-hours transactions.

Parking permits are \$168 for cars. Motorcycle permits are \$36. Permits may be purchased online at the new *Aztec Parking Portal* sdsu.edu/parking. ID cards are \$18 and may be purchased at the CES Cashiers.

Online Web Portal/Blackboard Accounts: All Open University students who need access to Blackboard should create an SDSU web portal account at sdsu.edu/e-services prior to signing into Blackboard to access your class. Students must register and pay fees prior to creating a web portal account.

Register Online for Open University:

1. New students: Create an SDSU Red ID (student identification number) and your CES online account on our secure website: ces.sdsu.edu. Choose "Gateway Login" and then "Create a New Account."
2. Current CES students: Login to your My CES Gateway account at: ces.sdsu.edu
3. On the My CES Gateway page, choose #4 "Open University Registration."
4. Enter the schedule number for the SDSU course you want to enroll in and "submit."
Make sure you have checked and met the course pre-requisites prior to registration.
5. Click "Continue" to proceed to the Registration Wizard and complete your payment.
6. An email registration confirmation will be sent once registration and payment are complete.

Open University Frequently Asked Questions:

How can I register and pay for SDSU classes through Open University?

Check the University's class schedule for the courses you want, and to see which courses are open. Make sure you have checked and met the course pre-requisites prior to registration. Follow the steps above to register and pay online for any open SDSU course at ces.sdsu.edu/openu. You may also register in open classes in person, by phone, by US mail, by fax, or by secure email. For information on how to submit by secure email, contact the registration office. Waitlists must be done online only.

What if the course I want is full?

Use the new online SDSU wait list process during your Open University registration to request a seat in a closed class if desired. Add codes have been replaced with the wait list. SDSU matriculated students have priority for all wait-listed courses. Open University students will be notified by email when they have been enrolled in a class that has been wait-listed; payment instructions will be included.

How do I get a parking permit or SDSU ID card for Open University courses?

Open University students can purchase an SDSU semester parking permit online at the [new Aztec Parking Portal](#). SDSU ID cards can be purchased at the CES Cashiers office at Gateway Center. (ID cards are not available for purchase online).

How do I obtain access to Blackboard?

All Open University students who need access to Blackboard should create an SDSU web portal account at sdsu.edu/e-services prior to signing into Blackboard to access your class. Students must register and pay fees prior to creating a web portal account.

How do I drop or withdraw from an Open University courses?

Drops are available online, in person, or by mail (no signature required). To drop online, log into your CES account and select "Open University Registration" and "Drop a Course." To drop a class in person or by mail, fill out an Extended Studies transaction form, and return the form to Extended Studies by the drop deadline. Transaction forms can be obtained at ces.sdsu.edu; choose "Forms and Publications." (Withdrawals require instructor signature and are not available online.)

What is the refund policy for Open University courses?

The refund policy and deadline dates for Open University registration can be found at ces.sdsu.edu/openu. Choose "Open University Deadlines."

How can I register/drop/withdraw from Open University courses after the deadline dates?

Open University students may request late registration/drop/withdrawal after deadline dates by completing a "Petition for Special Consideration Form" and a registration or transaction form. "Petition for Special Consideration" forms with detailed instructions can be found at ces.sdsu.edu; choose "Forms and Publications." Petition fee is \$20.00.

How can I get help with Open University registration?

Call the Extended Studies Registration Office at 619-594-5152 or email ces.registrar@sdsu.edu.

Open University Registration Form

Register online at www.ces.sdsu.edu/openu



College of Extended Studies

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SDSU Red ID No.

Email address

Date of Birth (month-day-year)

____/____/____

Company Name

Title

Fax (include area code)

____-____-____

Daytime telephone (include area code)

____-____-____

Evening telephone (include area code)

____-____-____

Last Name

First Name

M.I.

Address—Number and Street

City

State

Zip Code

Enter here any other name which you have used at SDSU

Date

____/____/____

Are you a current SDSU student?

Yes No

Term you are registering for:

Spring Fall

Summer Year _____

Are you an international student?

Yes No

If yes:

TOEFL Score _____

or

TOEIC Score _____

Social Security No.

____-____-____

(Necessary to create SDSU student ID and for tax credit statement)

(PLEASE PRINT CLEARLY)

Students are responsible for all course prerequisites.

	Schedule No.	Units	Fees	Dept./Course No.	Course Title
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____

MUST BE COMPLETED

This section must be completed to process your registration. How you heard about program, check one option only:

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> CES Printed Catalog | <input type="checkbox"/> Letter | <input type="checkbox"/> Recruited by Instructor | <input type="checkbox"/> Upfront Online Magazine |
| <input type="checkbox"/> CES Digital Catalog | <input type="checkbox"/> Internet (CES Web Site) | <input type="checkbox"/> Company Referral | <input type="checkbox"/> Newsletter/Bulletin |
| <input type="checkbox"/> Brochure | <input type="checkbox"/> Email | <input type="checkbox"/> Postcard | <input type="checkbox"/> SDSU Student Email |
| <input type="checkbox"/> Search Engine (Google) | <input type="checkbox"/> Friend/Relative | <input type="checkbox"/> Web Video | <input type="checkbox"/> Referred by Campus/Other Department of the School |
| <input type="checkbox"/> Flyer | <input type="checkbox"/> Other: | <input type="checkbox"/> Priority Code: | <input type="checkbox"/> News Story (Newspaper, TV, Online) |
| <input type="checkbox"/> Blog (Describe which one): _____ | | | <input type="checkbox"/> Recruited by CES Staff |

For information concerning special services to accommodate a physical, psychological, or learning disability, please contact the Disabled Student Services office on campus, (619) 594-6473.

- I have read the class schedule, I understand and agree to abide by the deadlines and policies governing these courses, and I accept full academic and financial responsibility for each class granted.
- I have checked and met all course prerequisites.

Signature: _____ Date: _____

CASHIER ONLY

Total Fees _____

Make checks payable to SDSU.

Payment by:

- Cash Check or Money Order Master Card Visa Discover American Express

Card Number _____ Exp. Date _____

Print Cardholder's Name _____ Cardholder's Signature _____

Please staple check here