

# OPEN UNIVERSITY - Information for Summer 2017

Classes begin May 22, 2017

Fee is \$265 per unit for undergraduate courses, \$317 for graduate courses (600 level and above)

Register online at [ces.sdsu.edu/openu](http://ces.sdsu.edu/openu)  
beginning **April 26** for immediate access to open classes  
(no add code or signature required)

\*\*\*Students are responsible for meeting all course prerequisites prior to registration\*\*\*

## Summer 2017 Open University Deadlines

Sessions	Regular Registration (Register in open seats and via automated waitlist)	Registration via Waitlist Only (Instructors add students from waitlist)	Deadline to Drop (full refund - \$21)	Deadline to Drop (- \$21 x 65% refund)	Withdrawal Deadline (No refund) W on transcript Instructor signature required <b>Change of grading option</b>
S1 5/22 – 6/30	4/26 - 5/24	5/25 - 5/31	5/21	5/31	6/7
T1 5/22 – 8/16	4/26 - 5/26	5/27 - 6/2	5/21	6/2	6/9
S2 7/6 – 8/16	4/26 – 7/10	7/11 – 7/14	7/5	7/14	7/21

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.

\*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 their disqualification. Graduate students must wait one semester after disqualification.

**Please be aware:** Only twenty-four 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 1<sup>st</sup> floor of the Gateway Center Bldg, 5250 Campanile Drive, corner of Hardy Avenue at Campanile Drive. Registration may be done online, in person, or by mail. No fax, phone, or email registration is permitted.

Registration Office: Phone: 619 594-5152      Cashiers Office: Phone: 619-594-2606  
Monday – Friday 8 am to 5 pm  
*A drop box is available on the patio at the Hardy Ave entrance for after-hours transactions*

Parking permits for S1 and S2 are \$79 for cars. T1 is \$108 for cars. Motorcycles are \$23. Permits may be purchased online at the new Aztec Parking Portal [www.police.sdsu.edu/dps/parking.aspx](http://www.police.sdsu.edu/dps/parking.aspx). ID cards cost \$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 [www.sdsu.edu/e-services](http://www.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 using the instructions below:

1. New students: Create an SDSU Red ID (student identification number) and your CES online account on our new secure website at: [ces.sdsu.edu](https://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](https://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 in any open SDSU course on our website at [ces.sdsu.edu/openu](https://ces.sdsu.edu/openu). You may also register in person at the College of Extended Studies registration office at Gateway Center, or by mail and send your form and payment to the College of Extended Studies Registration office, 5250 Campanile Drive, San Diego CA 92182-1919.

### 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 and 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 [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 [www.sdsu.edu/e-services](https://www.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) only. To drop online, log in to your CES online 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 online at [ces.sdsu.edu](https://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 online at [ces.sdsu.edu/openu](https://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 online at [ces.sdsu.edu](https://ces.sdsu.edu), choose "Forms and Publications". Petition fee is \$20.

### 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](mailto:ces.registrar@sdsu.edu).

# Open University Registration Form

Register online at [www.ces.sdsu.edu/openu](http://www.ces.sdsu.edu/openu)



SAN DIEGO STATE UNIVERSITY

College of Extended Studies

*never stop learning<sup>SM</sup>*

PLEASE PRINT CLEARLY

SDSU Red ID No.

\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|

Email address

Company Name \_\_\_\_\_ Title \_\_\_\_\_

Daytime 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)

## 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<br>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