### 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
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

<table>
<thead>
<tr>
<th>Sessions</th>
<th>Regular Registration (Register in open seats and via automated waitlist)</th>
<th>Registration via Waitlist Only (Instructors add students from waitlist)</th>
<th>Deadline to Drop (full refund - $21)</th>
<th>Deadline to Drop (- $21 x 65% refund)</th>
<th>Withdrawal Deadline (No refund)</th>
</tr>
</thead>
<tbody>
<tr>
<td>S2 7/6 – 8/16</td>
<td>4/26 – 7/10</td>
<td>7/11 – 7/14</td>
<td>7/5</td>
<td>7/14</td>
<td>7/21</td>
</tr>
</tbody>
</table>

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 1st 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. 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 in any open SDSU course on our website at 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 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, 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, 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, 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.
Open University Registration Form
Register online at www.ces.sdsu.edu/openu

San Diego State University
College of Extended Studies

SDSU Red ID No. _____________________________

Date: _____________________________

Email address _____________________________

Date of Birth (month-day-year) _____________________________

Company Name _____________________________

Fax (include area code) _____________________________

Title _____________________________

Evening telephone (include area code) _____________________________

Daytime telephone (include area code) _____________________________

If yes: TOEFL Score ________
or TOEIC Score ________

Last Name _____________________________

Address—Number and Street _____________________________

City _____________________________

State _____________________________

Zip Code _____________________________

M.I. _____________________________

Enter here any other name which you have used at SDSU _____________________________

Social Security No. _____________________________

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

Students are responsible for all course prerequisites.

<table>
<thead>
<tr>
<th>Schedule No.</th>
<th>Units</th>
<th>Fees</th>
<th>Dept./Course No.</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

MUST BE COMPLETED

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

☐ CES Printed Catalog ☐ CES Digital Catalog ☐ Recruited by Instructor
☐ CES Digital Catalog ☐ Company Referral ☐ Upfront Online Magazine
☐ Brochure ☐ Internet (CES Web Site) ☐ Newsletter/Bulletin
☐ Search Engine (Google) ☐ Email ☐ SDSU Student Email
☐ Flyer ☐ Friend/Relative ☐ Referred by Campus/Other
☐ Blog (Describe which one): ☐ Other: ☐ Department of the School
☐ Other: ☐ Priority Code: ☐ News Story (Newspaper, TV, Online)
☐ Recruited by CES Staff ☐ Recruited by Instructor

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: _____________________________

Make checks payable to SDSU.

Agency/Company to be billed (Must attach PO or appropriate documentation)

CASHIER ONLY

Mail to: College of Extended Studies Cashier • 5250 Campanile Drive, San Diego State University, San Diego, CA 92182-1919 • Phone: (619) 594-5152