

Open University – Information for Spring 2024

Classes begin Wednesday, January 17, 2024

Fee is \$302 per unit for undergraduate courses, \$362 for graduate courses (600 level and above)

Enroll in Open U beginning January 10. Students are responsible for meeting all course prerequisites prior to registration.

Open University Deadlines | Spring 2024 Term Jan. 17–May 9

Reg Opens	1st Day of Class	Auto Enroll Ends*	Registration (Permission # Only)	Administration Drop	Schedule Adjustment Change	Full Refund Drop Date	65% Refund Drop Date (cashiers Office)
1/10	1/17	1/24	1/24–1/30	1/26	2/2	1/16	2/2

Drops and Withdrawals are available online only. Changes to enrollment after the schedule adjustment deadline require petition and documentation supporting extenuating circumstances. Please note: Instructors can drop Open University students for lack of prerequisites or non-attendance. Not all instructors will utilize the instructor-initiated drop. Waitlist must be done online only.

It is the student's responsibility to manage their enrollment and payment of all tuition and associated fees.

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

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

NOTE: Undergraduate students who have been disqualified from SDSU are not allowed to attend Open University or classes through the Global Campus 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, no more than 9 units of coursework taken in Open University prior to admission to an advanced degree or advanced certificate are acceptable for a program of study.

Registration Office: 619-594-5152 | Email: enrollment.global@sdsu.edu

Cashiers Office: 619-594-2606 | Email: cashier.global@sdsu.edu

Monday-Friday 8 a.m.–5 p.m. (available by phone and email)

Current parking fees and permits may be purchased online at the Aztec Parking Portal sdsu.edu/parking. ID cards are \$25 and may be purchased at <https://bfa.sdsu.edu/financial/student/sdsucard/get-a-card>.

SDSU Online Services: All Open University students should create an SDSUid account login. Students will receive an email from SDSUid following registration and payment. Please allow 2-3 days for the process to be complete. For assistance with Canvas contact cesit@sdsu.edu.

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Frequently Asked Questions

Enrollment and Registration Steps

1. Browse the available courses in the **SDSU Class Schedule**. You can also **enroll in the program** before choosing your classes.
2. Once you've submitted your **enrollment form**, you'll receive a confirmation email from SDSU Global Campus within 2-3 business days with the next steps to complete your registration in my.SDSU.
3. **Register for your classes in my.SDSU** once registration is open. Submit your payment in **my.SDSU**.

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 prerequisites prior to registration. Please visit our website to learn how to register online. 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 SDSU online wait list process during your Open University registration to request a seat in a closed class. 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 Aztec Parking Portal by visiting sdsu.edu/parking. SDSU ID cards can be obtained by following these steps: bfa.sdsu.edu/financial/student/sdsucard/get-a-card. (ID cards are not available for purchase online).

How do I access Canvas?

All Open University students who need access to Canvas should create an SDSUid account login. Students will receive an email from SDSUid following registration and payment. Please allow 2-3 days for the process to be complete.

For assistance with accessing Canvas, please contact Global Campus IT Support, at itsupport.global@sdsu.edu.

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

Drops are available online only. To drop online, log into your **my.SDSU** account.

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 transaction form. "Petition for Special Consideration" forms with detailed instructions can be found at ces.sdsu.edu/forms-publications.

How can I get help with Open University registration?

Call the Global Campus Registration Office at 619-594-5152, email enrollment.global@sdsu.edu or chat with us online at ces.sdsu.edu.