Open University – Information for Fall 2020

Classes begin Monday August 24, 2020
Fee is $282 per unit for undergraduate courses, $342 for graduate courses (600 level and above)

Register online at ces.sdsu.edu/open-university beginning August 18, at 9 am for immediate access to open classes.
Students are responsible for meeting all course pre-requisites prior to registration.

Fall 2020 Open University Deadlines

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<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* (with full refund -$21)</th>
<th>Deadline to Drop* (with 65% refund)</th>
<th>Withdrawal Deadline** (No refund) – W on transcript Instructor signature required Change of grading option</th>
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<td>8/18–8/28</td>
<td>8/29–9/4</td>
<td>8/24</td>
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<td>9/11</td>
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Drops are available online or by mail (no signature required). In person and by mail drops: Complete an SDSU Global Campus transaction form and return the form to SDSU Global Campus. Withdrawals must be done 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 SDSU 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, 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.

Registration in open classes may be done online 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 | Email: ces.registrar@sdsu.edu
Monday-Friday 8 am–5 pm (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 $18 and may be purchased at the SDSU Global Campus Cashiers.

SDSU Online Services: All Open University students who need access to online services (WebPortal grades/transcripts, library, Blackboard, 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 Blackboard or Canvas contact cesit@sdsu.edu.
Register Online for Open University:

1. New students: Create an SDSU Red ID (student identification number) and your SDSU Global Campus account on our secure website at ces.sdsu.edu/user/student/login. Choose “Create a New Account”

2. Current students: Login to your Open University account at ces.sdsu.edu/user/student/login

3. 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.

4. Click “Continue” to proceed to the Registration Wizard and complete your payment.

5. 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/open-university. You may also register in open classes 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 SDSU online 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 Aztec Parking Portal sdsu.edu/parking SDSU ID cards can be purchased at the SDSU Global Campus Cashiers office at Gateway Center. (ID cards are not available for purchase online).

How do I obtain access to Blackboard/Canvas?
All Open University students who need access to Blackboard/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 or Blackboard, please contact SDSU Global Campus IT Support at cesit@sdsu.edu.

How do I drop or withdraw from an Open University courses?
Drops are available online or by mail (no signature required). To drop online, log into your SDSU Global Campus account and select “Open University Registration” and “Manage Open University courses.” To drop a class by mail, fill out an SDSU Global Campus transaction form, and return the form to SDSU Global Campus 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/open-university.

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 submission fee is $20.00 and is non-refundable.

How can I get help with Open University registration?
Call the SDSU Global Campus Registration Office at (619) 594-5152, email ces.registrar@sdsu.edu, or chat with us online at ces.sdsu.edu.