Open University – Information for Fall 2022

Classes begin Monday, August 22, 2022

Fee is $300 per unit for undergraduate courses, $360 for graduate courses (600 level and above)

Register online at ces.sdsu.edu/open-university beginning August 15, 9 a.m. for immediate access to open classes. Students are responsible for meeting all course prerequisites prior to registration.

Fall 2022 Open University Deadlines

<table>
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<tr>
<th>Regular Registration</th>
<th>Registration via Waitlist Only</th>
<th>Deadline to Drop*</th>
<th>Deadline to Drop*</th>
<th>Withdrawal Deadline**</th>
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<tbody>
<tr>
<td>(Register in open seats and via automated waitlist)</td>
<td>(Instructors add students from waitlist)</td>
<td>(with full refund – $21)</td>
<td>(with 65% refund)</td>
<td>(No refund) – W on transcript Instructor signature required</td>
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Drops are available online or by mail (no signature required). Drops by mail: Complete a Global Campus transaction form and return the form to Global Campus. Withdrawals must be done by mail or secure email. For information on how to submit via secure email, contact Global Campus Enrollment.

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 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 in open classes may be done online or by secure email. For information on how to submit by secure email, contact the Registration office. Waitlist must be done online only.

Registration Office: (619) 594-5152 | Email: enrollment.global@sdsu.edu
Cashiers Office 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 online https://bfa.sdsu.edu/financial/student/sduscard/get-a-card.

SDSU Online Services: All Open University students who need access to online services (WebPortal grades/transcripts, library, 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 contact itsupport.global@sdsu.edu.
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.

What if the course I want is full?
Use the SDSU online Waitlist process during your Open University registration to request a seat in a closed class if desired. Add codes have been replaced with the Waitlist. 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; Starting Fall 2022, we will be switching to a post-pay model, meaning you may enroll in classes without payment required. You will need to submit your full payment in the MySDSU portal after submitting your registration. You will receive an email notification and login information once you have registered. If you do not submit your payment within the specified time frame, you will be dropped from your classes.

How do I get a parking permit or SDSU ID card for Open University courses?
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 online https://bfa.sdsu.edu/financial/student/sdsucard/get-a-card.

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. To drop online, log into your Global Campus account and select “Open University Registration” and “Manage Open University courses.”

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-registration#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” under “Engage”. The petition submission fee is $20.00 and is non-refundable.

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.