Semester at SDSU Fall 2020 Orientation
Introduction

- ALI / Global Campus / SDSU
- ALI team introduction
- Students Introduction
Today’s Agenda

• Important information and dates for the fall semester
• How to register for classes online
• Questions and small breaks
• SDSU Webportal
• Canvas/Blackboard
• Other housekeeping items
• Questions
Important Information

- I-20
- F-1 student visa
- Travel to the U.S.
- Maintaining your student status in the U.S.
- OPT

If you have questions regarding the above topics, please contact our Director of Admission and Immigration, Mike Dietz (mdietz@sdsu.edu)
Important Information

• Class registration begins at 9am on August 18th, 2020.

• If you have not paid for your fall 2020 tuition, please do so before or on August 17th, so that we can properly set up your account. Without the tuition payment, you will NOT be allowed to register for your classes.

• If you are currently in the United States, health insurance is Required, and Must submit proof before you can register for classes on August 18th, 2020.
Important Information

• Please make sure you have activated your SDSUid. SDSU id looks something like this: yyuan1223@sdsu.edu

• According to SDSU, all communications relate to classes will be sent to your SDSU id email.

• If you can’t find the email to activate your SDSUid, please send me an email NOW.

• SDSUid is different than your SDSU ID number (aka Red ID number). SDSU ID number starts with “8”.
Important Information

- DO NOT make any tuition payment on your WebPortal

- Some fees, you may need to pay via WebPortal. For example. If you are not sure, please send me an email.

- Some classes will use “Immediate Access” in order to lower the cost of textbook (e-books). It may be free at the beginning, but after the add/drop deadline date, you will be responsible for the cost of the book(s). Please follow instructions on your blackboard to make payment.
Enrollment Information

- In most cases, one class has 3 units.
- You may enroll in **up to 18 units** and drop extra units no later than **Friday, September 4, 2020 at 7:59pm**
- Add/Drop Deadline – **Friday, September 4th, 2020 at 7:59pm**
- Class begin on **August 24th, 2020**
Enrollment Information

• Classes = Courses

• Final Exams
  o Do not expect professors to change exam schedules to fit your schedule.

• Transcripts
  o This is a record of your grades and can be ordered for a small fee via SDSU WebPortal after grades have been posted at the end of the semester.
Fall 2020 Open University information sheet are now available online.

## Fall 2020 Open University Registration Deadlines
(Classes Begin on August 24)

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</table>
Enrollment Information

• Program tuition covers 12 undergraduate units or 9 graduate units

• Undergraduate students must enroll in 12 units
  o Levels 100-599
Enrollment Information

• **Graduate** students must enroll in **9 units**
  1) Three 500-799 level courses (**must** ask for graduate level work in 500-level)
  2) Two 600-799 level courses - automatic graduate status
     • **ONE other course** (100-799 level)

• Students taking only one 600-799 level course are **NOT** considered graduate students and must enroll in **12 units**
Enrollment Information

**WARNING**
If you are enrolled in 13 or more units (10 or more for graduate students) after **September 4, 2020 at 7:59pm**, you **will** pay additional fees:

Undergraduate fee = **$282.00 per unit**

or

Graduate fee = **$342.00 per unit**
Enrollment Information - FAQs

- **What if I only need 1 more unit?**
  Please let me know if you are in this situation, as soon as possible, and we can take a look at the class schedule together.

- **Which courses can I NOT enroll in?**
  - Classes in restricted departments (such as Nursing, SLHS, IB)
  - Classes level 90-99 or 800-999
  - Classes that DO NOT have a schedule number assigned or have “ARR” assigned as the meeting time. These are Special Study/Research courses and students usually have a pre-existing relationship with a professor to be recommended.
SDSU WebPortal and Canvas/Blackboard

• **SDSU WebPortal**
  o Student information website
  o Sign up for WebPortal 24 hours after you register for a class
    ▪ Password: your birthday (month/day/year)

• **Canvas/Blackboard**
  o Online system for course materials
    ▪ Not all professors use Canvas/Blackboard
  o Students can access class information only after signing up for Webportal AND officially enrolling in a class
SDSU Class Schedule

• How do I know if there are open spaces?
• When does the class meet?
• Is the class graduate or undergraduate level?
• How many units does a class have?
SDSU Class Schedule
https://sunspot.sdsu.edu/schedule/search
• Only need to register to 1 of the **Secs.**
• **When referring to a class, we use TFM 160 instead of Cinema As Art**
• Write down the **Sched #** - this is for you to use when you register for the class in another website.
• Pay attention to **Units, Seats Open** – try to register for section that has seats available.
• Pay attention to **Time and Day** as well – to avoid schedule conflict later in the semester.
• **DO NOT have conflict of schedule, even though everything is online.**
Register for your classes

Step 1: globalcampus.sdsu.edu
Register for your classes

Step 2: Log in to your Open U account

Open U Login

* Register, waitlist, or drop an Open U course/event
* Manage your courses
* Update your contact information

If you remain inactive for 15 minutes, you’ll be automatically signed-off and any unsaved changes will be lost.

Returning students must select Create a New Account (one-time only), as our system has been updated.

Create a New Account.

Please Note: Your SDSU WebPortal username and password will not function on this site.

* Required Field

[Input field for SDSU RedID with value 811903671]

Lookup your RedID

Password *

[Input field for password]

Login | Create a New Account

If you cannot login, please choose from the options below:

Lookup Your RedID | Recover Password
• Enter your RED ID number in the “SDSU RedID” box

• Your password will be sent to you in your email.

• Enter the password below in the “Password” box

• Click Login
Step 3: Change your password

Open U Registration
- Register and pay for Open U courses.

Manage Open U Courses
- View your current list of Open U courses.
- Drop an Open U course.
- Pay for an Open U course after being enrolled from the waitlist.

SDSU Web Portal: Credit Courses, Grades, Transcripts
- Obtain grades and transcripts for credit courses.

Update Personal Information
- Change your mailing address.
- Change your telephone and email.

Update Password
Step 4: Update Your Personal Information

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Update Personal Information
- Change your mailing address.
- Change your telephone and email.

Update Password
Step 5: Go to Open U Registration

Open University Gateway

Welcome, Johanna Milly Gleason (logout)

Open U Registration
- Register and pay for Open U courses.

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Update Personal Information
- Change your mailing address.
- Change your telephone and email.

Update Password
To add a course, there are two options. You will either:
1. If seats are available, add a course directly
2. If seats are not available, and you wish to wait for it, add to waitlist

We will take a look at how to add a class directly.

Always register for the class you want the most first!
ADD A CLASS DIRECTLY
• Make sure you have the correct Schedule Number.
• Make sure the term says 2020 Fall.
• Click Submit when ready.
• Check the class information to make sure you enter the correct class. If correct, click Continue.
• If not correct, please click Back and re-enter the schedule number.
• Fee section should be $0.00
• If not, please do not worry, and just continue
• I would recommend to do it one-by-one, unless the class has lots of available seats.
• Click Continue.
All Fields Required

American Language Institute (ALI) students: View Deadlines, Refund and Withdrawal Policy

World Campus students: View Deadlines, Refund and Withdrawal Policy

☐ Yes, I accept the terms and conditions including the deadlines, and refund and withdrawal policy governing these program and courses, and I accept full academic and financial responsibility for each class granted.
☐ I have checked and met all course pre-requisites.

Survey Information

Please enter the Priority (or Source) Code from the brochure, catalog, or email from which you heard about our programs. This helps us process your registration in a timely manner. It’s located in the upper-right portion of the registration form. If you are registering from another source, or do not know your code, please check one of the following below so that we may process your registration.

How did you hear about this program? (select one option only)
☐ Academic Advisor/Counselor
☐ Advertisement
☐ Agent
☐ Blog
☐ Brochure/Postcard
☐ Company Referral
☐ Digital Catalog
☐ Educational Fair
☐ Email
☐ Family/Friend
☐ Flyer
☐ Instructor
☐ Internet Search
☐ Newsletter
☐ News Story (Paper/TV/Online)
☐ Other
☐ Print Catalog
☐ Referred by Other SDSU Department
☐ SDSU Student Email
☐ Social Media
☐ Staff Referral
☐ U.S. Embassy/Consulate
☐ Upfront Digital Magazine
☐ Website
☐ Web Video

Continue
When you see this screen, this means your class has been registered.
Immediately or soon after, you will receive a confirmation email. Double check information again!

**Registration Confirmation**

**Inbox x**

ces.noreply@sdsu.edu

7:23 PM (11 minutes ago)  🌟  ⏱️  ✏️  ⌚️  ...

**SAN DIEGO STATE UNIVERSITY**

**World Campus**

SDSU ID#: 811903671

Johanna Miffy Gleason
5250 Campanile Drive

San Diego, CA 92182 US

We are pleased to confirm your registration for the following course(s):

<table>
<thead>
<tr>
<th>Schedule Number</th>
<th>Fees</th>
<th>Units</th>
<th>Term</th>
<th>Course #</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>20162</td>
<td>846.00</td>
<td>3</td>
<td>20204</td>
<td>ANTH 0101</td>
<td>HUMAN BIO-CULTURAL ORIGIN payment: Billed to 3rd party</td>
</tr>
</tbody>
</table>

Thank you for your registration. Enjoy your class(es).
ADD A CLASS TO WAITLIST
• **What is a waitlist?**
  When a class is full and a student still wants to try to register, he/she will need to add himself/herself to the waitlist.

• **How many classes I can put on my waitlist?**
  Four (4).

• **How can I do that?**
  Let’s take a look now.
Open U Registration

- Register and pay for Open U courses.

Manage Open U Courses

Open U Registration

You must have a 5-digit Schedule Number to register. They may be obtained from the [SDSU Class Schedule](#). Be sure to choose the current semester (far-left, under Period).

<table>
<thead>
<tr>
<th>Term</th>
<th>Schedule Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020 Fall</td>
<td>20160</td>
</tr>
</tbody>
</table>

Submit

Back
You CANNOT put yourself on a waitlist, if you have already register in another section of the same class!
When the class is full, the system will ask you if you want to be added to the waitlist. If yes, click yes.

---

<table>
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<th>Term</th>
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<tbody>
<tr>
<td>2020 Fall</td>
<td></td>
</tr>
</tbody>
</table>

---

No seat available. Do you want to be added to the waitlist?

[Yes]  [No]  [Search Other Classes]  [Back]
Make sure you agree to each term. Then click Yes, add this class to my waitlist.
The class is added to your waitlist.

Add to Waitlist: SUCCESSFUL

The following class has been added to your waitlist: ACCTG 0325
Your ranking position for this class is currently: 036
Your ranking position could change at any time. Please continue to monitor your waitlist.

My Waitlist

<table>
<thead>
<tr>
<th>Sched #</th>
<th>Course</th>
<th>Ranking</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>20062</td>
<td>INTERMED MANAG &amp; TAX ACCT</td>
<td>036</td>
<td>3</td>
</tr>
</tbody>
</table>

Continue
Understand the “Ranking” on the waitlist

• Your rank can go up and down before the add/drop deadline.
• SDSU degree seeking students have priorities, and they will automatically be placed in the front of the waitlist.
• Some professors will wait till the last minutes to add students to the class.
Understand the “Ranking” on the waitlist

• Always attend the first class, as professors may go over the waitlist policies.
• Professors will not be able to see who is on the waitlist. If you are No. 7, the professor will need to also accept No. 1 - 6.
• If there are more than 10 people on the waitlist already, pick another one!
Understand the “Ranking” on the waitlist

What if the class I want to add to waitlist is conflict with a class I already registered for?
You can do that, HOWEVER, if you are enrolled automatically from the waitlist, it will drop you from the already enrolled course.
Manage your Open U Courses

You can review your registered and waitlisted classes here.

Open U Registration

- Register and pay for Open U courses.

Manage Open U Courses

- View your current list of Open U courses.
- Drop an Open U course.
- Pay for an Open U course after being enrolled from the waitlist.

SDSU Web Portal: Credit Courses, Grades, Transcripts
Johanna Miffy Gleason (SDSU RedID # 811903671)

My Open University Courses

<table>
<thead>
<tr>
<th>Term</th>
<th>Sched Number</th>
<th>Course Title</th>
<th>Units</th>
<th>Status</th>
<th>Action</th>
<th>Pay Now</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020 Fall</td>
<td>20162</td>
<td>ANTH 0101 HUMAN BIO-CULTURAL ORIGIN</td>
<td>3</td>
<td>Applied Online</td>
<td>Drop</td>
<td>Unpaid</td>
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*Notes: For the courses listed as “Withdraw Only”, please contact Registration Office at 619-594-5152 for assistance.

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<td>3</td>
<td>036</td>
<td>Remove</td>
</tr>
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</table>
REMOVE FROM THE WAITLIST
If you no longer wish to wait for a class, remove it from your waitlist by clicking Remove.
If wish to remove it, click Yes

Remove Course from Waitlist

Welcome, Johanna Miffy Gleason (logout)

You are about to remove an Open University course from the waitlist. Are you sure you want to remove it?

[Yes] [Cancel]
Removing a class from the waitlist is irreversible, and you will lose your ranking.

If you wish to add the class back, refer to **ADD A CLASS TO WAITLIST**
DROP A CLASS
If you no longer wish to take a class, you will need to drop the class.

Manage Open U Courses

Welcome, Johanna Miffy Gleason (logout)

Johanna Miffy Gleason (SDSU RedID # 811903671)

My Open University Courses

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Select a reason for dropping the class, then click Yes.
• Dropping a class is irreversible.
• If you wish to register for the class again, refer to *ADD A CLASS DIRECTLY*, or *ADD A CLASS TO WAITLIST* if the class is full.
Frequently Asked Questions

Is there a maximum unit enrollment?
Yes. You are not able to add more than 18 units. You will receive an error message if you attempt to enroll over 18 units.

If I am enrolled in 18 units, will the system allow me to enroll in 21 units if I am admitted to a waitlisted course?
No. If you are hoping to be admitted to a waitlisted course, the total units including the admitted waitlisted course must not be more than 18 units.
You should enroll in 15 units, leaving 3 units for a waitlisted course.
You should enroll in 12 units, leaving 6 units for waitlisted courses.
If I enroll in a course directly or automatically from the waitlist, does this guarantee me a space in the course?
Yes and No, you may still be dropped by the professor or department from a course if you do not meet the prerequisites or requirements of the course. Professors can also drop students who do not attend the first class meeting.

Can I attend a course that I am on the waitlist for?
In theory, yes, you should do that.
During this fall, you will need to be creative though.
Frequently Asked Questions

How do I know if I have been enrolled in a course from my waitlist?
You will receive an email confirming that you have been enrolled in a course from the waitlist. You should also be monitoring your waitlist and enrolled courses frequently.

All the courses that I am interested in are full and I have to waitlist for them. What should I do?
It is recommended to enroll in other courses in order to remain in status. You should discuss options with your home university. You should enroll in courses with spaces, not just waitlists. You are able to waitlist up to four courses.
Can I enroll in courses that are at the same day and time?
Do I have to attend every class meeting?
No, you cannot enroll in classes that are at the same time. You are required to attend every class meeting, and you cannot be in two places at the same time.
When does online enrollment open?

Fall 2020 Open University information sheet are now available online.

### Fall 2020 Open University Registration Deadlines
(Classes Begin on August 24)

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*Deadlines for Drop with full refund are extended by one week for those registered via waitlist only.

**Withdrawal deadline is earlier for students who dropped their courses early in the term.
Miffy’s Office Hour (San Diego time)

Zoom meeting link and password will be email to you. You can use the same link to enter the zoom room for the following dates and times:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 17th</td>
<td>10am – 11am</td>
</tr>
<tr>
<td>August 18th</td>
<td>8:45am – 10:00am</td>
</tr>
<tr>
<td>August 19th</td>
<td>8am – 9am</td>
</tr>
<tr>
<td>August 20th</td>
<td>9am – 10am</td>
</tr>
<tr>
<td>August 21st</td>
<td>8am – 9am</td>
</tr>
</tbody>
</table>
Information on this PPT will be posted on the Semester at SDSU blog.
Visit https://aliblog.sdsu.edu/semester-at-sdsu/
Any questions so far?

If not, let’s take a 10 mins break.