

OPEN UNIVERSITY- Information for SPRING 2012

Classes begin January 18, 2012 | Fee is \$197 per unit for any class for all students.

Find out which courses have open spaces! Go to www.ces.sdsu.edu/open for a complete list of courses

Instructor signature on registration form is required_ – for online courses, students may obtain an email with permission to add the course from the instructor and department chair (if required) and attach the email to the registration form.

See below for courses requiring department chair signatures.

SPRING 2012 Open University Registration Deadlines

Regular Registration	Late Registration (with \$20 Late Fee)	Deadline to Drop (with 65% refund) Instructor signature required	Withdrawal Deadline (No refund) – W on transcript Instructor signature required Change of grading option
1/18-2/2	2/3-2/10	1/31	2/10

*All credit refunds are subject to a \$17 administrative charge plus ASB/student fees will be deducted after first class session.

**Registration or withdrawal after deadline dates is 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 following classes are not available to Open University students: BA 650, 651, 652, 653, 655, 662, 665, and 795, PA 600, 604, 605, 606, 630, 642, 650, and 660.

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. Registrations may be mailed in or brought to the CES Registration office. No fax, phone, or online registrations.

Hours of operation

Registration Office: Phone: (619) 594-5152 Monday-Thursday 8 am to 6 pm Friday 8 am to 5 pm	Cashiers Office: Phone: (619) 594-2606 Monday-Friday 9 am to 5 pm Payment receipts, parking permits and IDs are only available from the Cashiers office.
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Registrations received after Cashiers office hours are considered mail-in registrations. Forms mailed will be effective as of the postmark date. A drop box is available on the patio at the Hardy Ave entrance for after-hours transactions.

Parking permits for the semester are \$135. Permits may be purchased in person during Cashiers office hours. ID cards cost \$5 and may be purchased by mail or in person during Cashiers office hours.

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 prior to signing into Blackboard to access your class.

Students must register and pay fees prior to creating a web portal account.

**OPEN UNIVERSITY CLASSES REQUIRING
DEPARTMENT SIGNATURES**

Department

Offices & Room Numbers

Business.

Student Services

Accounting (ACCTG)

SS 2411

Business Administration (BA)

Appropriate department

Finance (FIN)

SS 3356

Management Information Systems (MIS)

SS 2411

Management (MGT)

SS 3356

Marketing (MKTG)

SS 3356

International Business (IB)

BA 341

All Graduate Business

SS 3428 David Ely

The following classes are not available to Open University students: BA 650, 651, 652, 653, 655, 662, 665, and 795.

Education

North Education/Education

Counseling and School Psychology (CSP)

NE 179

Education (ED)

BA 255

Policy Studies (PLC)

BA 248

Special Education (SPED)

NE 70

Teacher Ed (TE)

BA 255

Engineering

Engineering

Aerospace Engr/Engr Mechanics (AE & EM)

E 308

Engineering (ENGR)

E 203

Civil, Environ, Constr Engr (CIVE, ENVE, CONE)

E 424

Electrical & Computer Engineering (EE & COMPE)

E 426

Mechanical Engineering (ME)

E 323L

Health & Human Services

Hardy Tower/Hepner Hall

Speech, Language and Hearing Sciences (SLHS)

SLHS 221

Community Health Education (CHE)

HH 119

Gerontology (GERO)

HH 203

Nursing (NURS)

HT 58

Public Health (PH)

HT 119

Social Work (SWORK)

HH 119

Professional Studies and Fine Arts

PSFA

Public Administration (PA)

PSFA 100, Louis Rea

All Graduate Public Administration

PSFA 100, Louis Rea

The following classes are not available to Open University students: PA 600, 604, 605, 606, 630, 642, 650, and 660.

Location of department offices is subject to change. Contact instructor if you have any questions.

Open University

General Information: The Open University program allows high school graduates, working adults, and students from other universities to attend regular University classes once enrolled students have registered and classroom space is still available.

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.

Registration Hours: Monday-Thursday, 8 am-6 pm; Friday, 8 am-5 pm. Our office is located at 5250 Campanile, Gateway Center, first floor, corner of Hardy Avenue and Campanile Drive. No cash accepted after 5 pm.

Cashier Hours: Monday-Friday, 9 am-5 pm. Payment receipts, parking permits, and ID's are only available from the cashier.

Registration Instructions:

1. Check the University's class schedule at www.ces.sdsu.edu/open.html for the courses you want, and to see which courses are open.
2. Obtain an Open University registration form from Extended Studies or academic department offices. Each form can accommodate four classes. Forms are available one week prior to the start of the semester. Be sure you also receive an Open University Information sheet. This lists deadlines and important registration information.
3. Attend the first class to obtain the instructor's signature.
If your course is in the colleges of Business, Education, Engineering, Health and Human Services, or Professional Studies and Fine Arts you must also get the department chairperson's approval signature on your form. See the back of the Information Sheet for specific departments requiring signatures, and office locations. Graduate courses in the College of Business require approval from the Director of Graduate Business Programs, Student Services Bldg., Room 3428. Courses at Imperial Valley Campus do not require department chair signatures.
4. Bring or mail signed and completed forms with payment to Extended Studies by the registration deadline. Mailed forms are considered received as of the postmark date. We accept cash, checks, MasterCard, American Express, Discover card, and Visa. Cash is not accepted after 5 pm or by mail. No faxed registrations can be accepted.

Open University Course Credit: The credit you earn is non-matriculated resident credit. 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 program are accepted for a program of study.

Fees: Fees are due at the time of registration. Check the current information sheet for this semester. Fees are subject to change by the Trustees of the California State University.

Grading: The SDSU Office of the Registrar posts grades on official records. Grades earned through Open University become part of the student's SDSU scholastic average. For most classes, letter grades are given. Credit/No-credit grades are given for classes listed as Cr/NC in the University catalog or when the student chooses Cr/NC grading by completing a form at Extended Studies by the deadline on the current information sheet. No 500-numbered courses graded Cr/NC are accepted on a master's degree program. Some classes may not be taken Cr/NC (refer to University catalog).

Library and ID Cards: Students wishing to check books out from the SDSU library must have a current ID card. To get a student ID card with photo, pay \$5 to the Extended Studies Cashier after registering and present your receipt at the Photo ID office in the Aztec Card office located in West Commons, room 118. Extended Studies ID cards are valid only for the duration of the class taken.

International students: F-1 or J-1 visa holders are prohibited from enrolling in Open University courses without proper authorization from their international student advisor.

*Online registration is not available for Open University

Find out which courses have open spaces! For a complete list of Open University courses go to www.neverstoplearning.net and click on "Open University." Search the SDSU class schedule to determine which courses are open.

Refund Policy: Drop and refund policies and deadlines are outlined on the current semester Open University information sheet.

Note: Financial aid is generally not available. Open University classes are not available to SDSU students.

For more information, contact:

Registration office: (619) 594-5152

Cashier's office: (619) 594-2606

Fax: (619) 594-0147

24 hr. recorded information: (619) 594-4123