OPEN UNIVERSITY- Information for Summer 2016

Classes begin May 23, 2016.

Fee is $261 per unit for undergraduate courses, $308 for graduate courses (600 level and above)

Register online at www.ces.sdsu.edu/openu
beginning May 17th for immediate access to open classes
(no add code or signature required)

Students are responsible for meeting all course pre-requisites prior to registration.

Summer 2016 Open University Deadlines

<table>
<thead>
<tr>
<th>Sessions</th>
<th>Regular Registration</th>
<th>Registration via Waitlist Only</th>
<th>Deadline to Drop (with 65% refund)</th>
<th>Withdrawal Deadline (No refund) – W on transcript</th>
</tr>
</thead>
<tbody>
<tr>
<td>S1</td>
<td>5/23 – 7/1</td>
<td>5/17 - 5/25</td>
<td>5/26-6/1</td>
<td>6/1</td>
</tr>
<tr>
<td>S2</td>
<td>7/6-8/16</td>
<td>5/17 - 7/8</td>
<td>7/9 – 7/14</td>
<td>7/14</td>
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Drops are available online, in person, or by mail (no signature required). In person and by mail drops: Complete an Extended Studies transaction form and return the form to Extended Studies. Withdrawals must be done in person or by mail only.

*All 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 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 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 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.

The College of Extended Studies registration and cashier offices are located on the 1st floor of the Gateway Center Bldg, 5250 Campanile Drive, corner of Hardy Avenue at Campanile Drive. Registration may be done online, in person, or by mail. No fax, phone, or email registration is permitted.

Registration Office: Phone: (619)-594-5152  Cashiers Office: Phone: (619) 594-2606
Monday-Friday 8 am-5 pm
A drop box is available on the patio at the Hardy Ave entrance for after-hours transactions

Parking permits for S1 and S2 are $79 for cars. T1 is $108 for cars. Motorcycles are $23. Permits may be purchased online at the new Aztec Parking Portal www.police.sdsu.edu/dps/parking.aspx. ID cards cost $18 and may be purchased at the CES Cashiers.

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.
Register online for Open University using the instructions below:

1. New students: Create an SDSU Red ID (student identification number) and your CES online account on our new secure website at: www.ces.sdsu.edu. Choose “Gateway Login” and then “Create a New Account”.

2. Current CES students: Login to your My CES Gateway account at: www.ces.sdsu.edu

3. On the My CES Gateway page, choose #4 “Open University Registration”.

4. 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.

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

6. An email registration confirmation will be sent once registration and payment are complete.

Open University Frequently Asked Questions:

Q. How can I register and pay for SDSU classes through Open University?
   a. 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 in any open SDSU course on our website at www.ces.sdsu.edu/openu. You may also register in person at the College of Extended Studies registration office at Gateway Center, or by mail and send your form and payment to the College of Extended Studies Registration office, 5250 Campanile Drive, San Diego CA 92182-1919.

Q. What if the course I want is full?
   a. Use the new online SDSU 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 and payment instructions will be included.

Q. How do I get a parking permit or SDSU ID card for Open University courses?
   a. Open University students can purchase an SDSU semester parking permit online at the new Aztec Parking Portal. SDSU ID cards can be purchased at the CES Cashiers office at Gateway Center. (ID cards are not available for purchase online).

Q. How do I obtain access to Blackboard?
   a. 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.

Q. How do I drop or withdraw from an Open University courses?
   a. Drops are available online, in person, or by mail (no signature required) only. To drop online, log in to your CES online account and select “Open University Registration” and “Drop a Course”. To drop a class in person or by mail, fill out an Extended Studies transaction form, and return the form to Extended Studies by the drop deadline. Transaction forms can be obtained online at www.neverstoplearning.net, choose “Forms and Publications”. (Withdrawals require instructor signature and are not available online)

Q. What is the refund policy for Open University courses?
   a. The refund policy and deadline dates for Open University registration can be found online at www.neverstoplearning.net/openu, choose “Open University Deadlines”.

Q. How can I register/drop/withdraw from Open University courses after the deadline dates?
   a. 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 online at www.neverstoplearning.net, choose “Forms and Publications”. Petition fee is $20.00.

Q. How can I get help with Open University registration?
   a. Call the Extended Studies Registration Office at (619) 594-5152 or email ces.registrar@sdsu.edu.
Open University Registration Form
Register online at www.ces.sdsu.edu/openu

SDSU Red ID No. _____________________________  Date _____________________________

Email address _____________________________

Date of Birth (month-day-year) ____________

Company Name ____________________________  Title ____________________________

Fax (include area code) ______________________

Evening telephone (include area code) ________

Daytime telephone (include area code) ________

Last Name _____________________________  First Name ____________________________  M.I. ______

Address—Number and Street ___________________________________________________________

City _____________________________  State _____________________________  Zip Code ______

Enter here any other name which you have used at SDSU __________________________________

Students are responsible for all course prerequisites.

<table>
<thead>
<tr>
<th>Schedule No.</th>
<th>Units</th>
<th>Fees</th>
<th>Dept./Course No.</th>
<th>Course Title</th>
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2. Schedule No. _____________________________  Units ______  Fees ______  Dept./Course No. _____________________________  Course Title _____________________________

3. Schedule No. _____________________________  Units ______  Fees ______  Dept./Course No. _____________________________  Course Title _____________________________

4. Schedule No. _____________________________  Units ______  Fees ______  Dept./Course No. _____________________________  Course Title _____________________________

**MUST BE COMPLETED** This section must be completed to process your registration. How you heard about program, check one option only:

- CES Printed Catalog
- CES Digital Catalog
- Brochure
- Search Engine (Google)
- Flyer
- Blog (Describe which one):
- Letter
- Internet (CES Web Site)
- Email
- Friend/Relative
- Other:
- Recruited by Instructor
- Company Referral
- Postcard
- Web Video
- Priority Code:
- Upfront Online Magazine
- Newsletter/Bulletin
- SDSU Student Email
- Referred by Campus/Other Department of the School
- News Story (Newspaper, TV, Online)
- Recruited by CES Staff

For information concerning special services to accommodate a physical, psychological, or learning disability, please contact the Disabled Student Services office on campus, (619) 594-6473.

☐ I have read the class schedule, I understand and agree to abide by the deadlines and policies governing these courses, and I accept full academic and financial responsibility for each class granted.

☐ I have checked and met all course prerequisites.

Signature: _____________________________  Date: _____________________________

Make checks payable to SDSU.

Agency/Company to be billed (Must attach PO or appropriate documentation)

Payment by:

☐ Cash  ☐ Check or Money Order  ☐ Master Card  ☐ Visa  ☐ Discover  ☐ American Express

Card Number _____________________________  Exp. Date _____________________________

Address: ________________

City: _____________________________  State: _____________________________  Zip Code: ______

Social Security No. _____________________________

(Necessary to create SDSU student ID and for tax credit statement)

Mail to: College of Extended Studies Cashier • 5250 Campanile Drive, San Diego State University, San Diego, CA 92182-1919 • Phone: (619) 594-5152

CASHIER ONLY

Please staple check here

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