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Three times a year the College of Extended Studies publishes a
catalog listing courses available to the public.
The catalog includes extension courses, certificate programs, and
professional development seminars.
How a Certificate Program Can Benefit You

**Certificates Can Help You**

- Learn relevant skills for a new career
- Increase job knowledge to support a promotion
- Network with other professionals
- Obtain Professional or Continuing Education Units (CEUs)
- Stay current in your profession
- Prepare for qualifying industry exams
- Obtain practical, cutting-edge knowledge
- Explore a new career field
- Meet your business needs with customized programs

**Frequently Asked Questions**

Are the courses graded?
Most programs that receive academic credit offer the option of a letter grade or CR/NC (Credit/No Credit).

Do courses count for academic credit?
Certain courses receive academic credit and this information is listed with each program/course. For more information about course credit, see page 43.

What is an Open University Certificate?
These certificate programs are completed through SDSU courses through Open University, and have special admission requirements. For more information, visit us online at neverstoplearning.net/opencertificate.

What if my company is paying for the classes?
If your company is paying for the classes with a purchase order, please be sure the PO accompanies the registration. If paying by company check, please mail the check and registration to the College of Extended Studies Registration, San Diego State University, 5250 Campanile Drive, San Diego, CA 92182-1919.

How do I register?
1. Online: neversstoplearning.net
2. By phone: (619) 554-5162
3. In person: see address
4. By mail: College of Extended Studies Registration, San Diego State University, 5250 Campanile Drive, San Diego, CA 92182-1919

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Legend

- Open University Certificates
- Certificate Programs
- Online Certificates

Search for Certificate and Degree Programs
Learn relevant skills for a new career, increase job knowledge to justify a promotion, network with other... Read More

Certificates Explored on the CES Blog
Read student stories, instructor profiles, and articles about... Read More
Join Our Preferred Partners

Now it’s even easier to save on select professional development programs. Your company can become a Preferred Partner by choosing SDSU as your learning partner of choice. Once qualified, your company will receive special benefits while you advance your career.

Benefits include:

- Special pricing on our noncredit professional development courses — see the Preferred Partner fee listed throughout this catalog and on our website
- Opportunity to preview selected professional development programs in advance of sending employees
- Corporate recognition on the College of Extended Studies website, and in the CES digital catalog
- Invitations to VIP events hosted by the College of Extended Studies

Visit neverstoplearning.net/preferredpartner. Don’t see your company listed? To find out how your organization can benefit through our Preferred Partner program, contact us at (619) 594-1153 or send an email to mmeyers@mail.sdsu.edu

SDSU Research Foundation Program
Develop Your Educational Career Portfolio

MyCAA Military Spouses

Use Your Spousal Benefits to Expand Your Career Options

Military Spouses: What’s Your Passion? Let Us Help You Find It

Choose certificates and programs from SDSU College of Extended Studies that will lead you into a nationally portable, high-growth, high-demand career. Classes are available either online or on-site at SDSU.

- Business Finance and Administration
- Construction
- Educational Services
- Energy
- Financial Services
- Health and Human Services
- Hospitality
- Human Resources
- Information Technology

Designed to Fit Your Needs

- Parking is easy and included, and the bus and trolley stop are on campus, making commuting a breeze.
- Most classes are held in the evenings, to better fit your work and family schedule.
- Online programs available.

Are You Eligible?

- Find out at MyCAA website: aiportal.acc.af.mil/mycaa/
- Once eligibility is verified the spouse will be notified through MyCAA.
- For questions, call the Military OneSource Career Counselor: (800) 342-9647.

For more information on Open University classes, visit us online at neverstoplearning.net/opencertificate

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Workforce Training and Education

Veterans’ Education Benefits

Are you looking to build your educational career portfolio to meet the ever-changing job market? Are you eligible for Veterans’ Education Benefits, and would like to use these benefits to build and enhance your career portfolio? SDSU College of Extended Studies offers top-notch training programs that can meet your needs. SDSU’s College of Extended Studies Military and Veteran Services Office was created to serve you — the men and women of the United States Armed Forces, and your families. The College offers numerous career training programs, degree programs, and professional skills courses that will equip you with a stronger career portfolio.

Contact the College of Extended Studies Military and Veteran Services Representative at (619) 594-3047, email veterans.ces@sdsu.edu, or visit neverstoplearning.net/military.

Accounting

Open University Certificate in Accounting

SDSU’s Certificate in Accounting provides professional and post-baccalaureate certification to accounting and non-accounting professionals in the community. This program is intended to provide professional training necessary for candidates to sit for the CPA or CMA examinations. The courses in this certificate consist of regular SDSU courses.

Visit cbaweb.sdsu.edu/accountancy/certificate or contact the faculty advisor for the certificate program, Leon Chan, Ph.D. at (619) 594-4304 or email bchan@mail.sdsu.edu. For general information, contact the CES coordinator at (619) 594-2517.

For more information, you may also email kmcetchin-w@sdsu.edu or call (619) 594-3946. This program is eligible for military spouse and veterans’ education benefits.
Accounting and Finance
Executive Financial Planner Advanced Certificate

Consider a Career as a Financial Planning Professional
This CFP® Board registered certificate program is a step in achieving the Certified Financial Planner™ certification. Upon successful completion of this 18-unit program, participants will be awarded an SDSU Executive Financial Planner Advanced Certificate, which meets the educational requirements to sit for the CFP® Board exam.

Who Should Apply — Do You Meet One of These Criteria?
- Financial service firm employees with client contact or back office experience
- Attorneys, CPAs, enrolled agents, and CFA candidates
- Accountants and financial professionals
- Candidates with degrees in business with management experience
- Military veterans (O4+ or E5+)

Fully accredited by the AACSB International, the College of Business Administration conveniently offers the Executive Financial Planner program. Students pursuing further graduate studies may apply units from this certificate toward the Master of Science degree in Financial and Tax Planning.

Certificate Requirements
Applicants eligible for the Executive Financial Planner program should have a bachelor’s degree with at least a 2.85 grade point average and meet one of the criteria described above. Others will be considered on a case-by-case basis. To be admitted to the program, candidates must meet the departmental and university admission requirements.

Students who earn the certificate will complete 18 units of coursework, including FIN 522, FIN 590, FIN 651, FIN 657, FIN 705, and ACCT 503.

SDSU offers three CFP® Board registered financial planning programs that qualify graduates to meet the education requirement to sit for the CFP® examination. In addition to the six-course (18 unit) program described here, students may also qualify for the CFP® Board exam by earning either of the following on-campus degrees:
- BS in Financial Services with a Certificate in Personal Financial Planning
- MS with a Concentration in Financial and Tax Planning

How to Apply
Visit SDSU’s Personal Financial Planning website at sdsu.edu/finplan. Click on Executive Financial Planner and download the preliminary application form. Send the completed application form to the program director, Thomas Warschauer, Ph.D., CFP®, at tom.warschauer@sdsu.edu before the next class. One three-unit certificate class taken prior to matriculation may be transferable to the Executive Financial Planner Advanced Certificate program. Please contact Professor Warschauer for more information.

In order to earn an advanced certificate or master’s degree, you must apply and be admitted to SDSU and earn a 3.0 grade point average in the program.

Business Contract Management

The SDSU College of Extended Studies Professional Certificates in Contract Management are designed to provide students with a broad understanding of the key concepts associated with the pursuit and management of contracts.

Our instructors have a vast amount of experience in the industry and have helped students:
- Develop an understanding of contract types, effective contracting methodologies, and contract law
- Gain knowledge related to ethical and regulatory aspects of contracting, intellectual property, teaming, and international contracting considerations
- Learn how to develop proposals that will be responsive to your customer’s requirements, negotiate contracts that will contribute to your company’s success, and effectively manage contracts through completion

Estate Planning
FIN 705 Identification and analysis of those aspects of federal and state law affecting estate planning and taxation.

Federal Taxation of Individuals
ACCT 503 Taxation of individuals, including income, deductions, credits, social security taxes, and property transactions.

Individual Insurance Management
FIN 522 Economic, legal, social and ethical considerations of individual, business, and group insurance, including life, health, property, liability, and social insurance.

For more information, visit sdsu.edu/finplan, or email tom.warschauer@sdsu.edu.

Approved provider for veterans’ education benefits for this program.

Executive Financial Planner Advanced Certificate Brochure
Read details about this certificate in the program brochure.

Certified Financial Planner Board of Standards Inc. owns the certification marks CFP®, CERTIFIED FINANCIAL PLANNER™ and federally registered CFP® (with flame design) in the U.S., which it awards to individuals who successfully complete the CFP® Board’s initial and ongoing certification requirements.

For certificate requirements and class offerings, please visit neverstoplearning.net/contract, call (619) 594-5489, or email cm.ces@sdsu.edu.

Endorsed by the National Contract Management Association
The College of Extended Studies is a state-approved provider for the federal workforce investment act, military spouse, and veterans’ benefits.

See also Project Management on page 49.
Let SDSU Come to You for Corporate Training and Performance

Partner with our team for comprehensive, cost-effective, and customized professional development programs designed to support your organization’s key strategic objectives and meet your employees’ specific development goals.

The CES Professional Development division provides clients with a wide range of carefully selected business experts and consultants in the San Diego area. We save your organization time and energy by conveniently offering pre-screened qualified professionals who can deliver effective training and business solutions.

How Can You Benefit from SDSU’s Wealth of Experience?

Convenience
Programs can be delivered at your site, our campus center, or another location of your choice.

Tailored to Meet Your Needs
We listen carefully to your concerns, help you assess your organization’s needs, and then develop a program to meet your organizational objectives.

Conducted by Leaders in the Field
Courses are facilitated by real-world experts with solid working experience in your industry. We guarantee hands-on, experiential learning from qualified fellow practitioners.

Applicability
Groups share their experience and learning in a confidential setting and work on relevant projects that address your organization’s critical business issues. All attendees receive consistent messages, skills, and concepts.

Cost Effective
On-site training eliminates travel time and expenses, because it is delivered to your employees at your location and at a convenient time.

Our Most Popular Programs Include:
- Management and Leadership
- Lean Enterprise
- Lean Six Sigma
- Project Management
- Business Writing

For more information, visit neverstoplearning.net/corporate, email mmnycs@mail.sdsu.edu, or call (619) 594-1153.

SDSU Research Foundation Program

Open University Certificate in Entertainment Management

The basic certificate in Entertainment Management provides students with specialized knowledge and skills in the area of backstage management of people, equipment, and technology in the performing arts. These courses create a foundation of knowledge for entry-level career positions in managerial and business environments of the events and music industry, and are created for those who want to expand their knowledge of management and production.

The certificate is for students and community members who want to pursue careers as production managers, producers, stage managers, and entrepreneurs, in the areas of live performing arts.

Visit http://ttf.sdsu.edu/index.php/degree_programs/certificate-in-entertainment-management; contact Jay Sheehan at (619) 594-4990 or jsheehan@mail.sdsu.edu.

For general information, contact the CES coordinator at (619) 594-2517. For more information, you may also email kmcetchin-w@sdsu.edu or call (619) 594-3946.

Approved provider for military spouse and veterans’ benefits for this program.
Grant Writing

Why Grant Proposal Writing?
San Diego is home to thousands of nonprofit organizations ranging from large educational institutions and hospitals to small, start-up agencies. These organizations must compete for funding in an increasingly challenging funding environment. Grant writing is a key component of securing funding for many of San Diego’s most dynamic organizations. Learn why additional training capacity in comprehensive grant writing, research, and strategies will enable you to craft proposals that are important in securing funding for programs, initiatives, and other organizational needs. Students will learn how to prepare to write a proposal, identify funding prospects, understand grant guidelines, and develop a compelling program narrative and budget. Students will learn how to construct a proposal that is clear and persuasive in its “ask” and resonates with the priorities of various funders.

Grant Proposal Development
A comprehensive guide to developing, writing, and submitting a winning grant proposal. The course is designed for anyone tasked with developing and writing grant proposals. The second course in the sequence is an intro-level course for those interested in an organization and its proposal. Learn about interacting with grant-making agencies, types of grants and how to find them, grant applications, the award process, and grant management and compliance.

Introduction to Grants and Funding Research
An overview of why grants are funded, and what makes a prospective grantor interested in an organization and its proposal. Learn about interacting with grant-making agencies, types of grants and how to find them, grant applications, the award process, and grant management and compliance.

Who Should Attend
New grant writers; employees from: nonprofit organizations, city and county governments, chambers of commerce, education (private and public), public health, and social work; as well as independent consultants and grant writers needing CEUs. The first course in the sequence is an intro-level course for those with little or no experience developing grant proposals. The second course in the sequence will provide students of all levels with an opportunity to practice and develop grant-writing skills.

Certificate Requirements: Students must successfully complete two online courses: Introduction to Grants and Funding Research and Grant Proposal Development. Total Time: approximately 20 hours per course.

Management and Leadership
As a manager, you already know the importance of soft skills in the workplace. Effective communication, emotional intelligence, problem-solving, delegating, motivating, and team-building skills are all crucial to the success of individuals and the company as a whole.

In just eight half-day workshops, learn how to enhance your soft skills and bring out the best in your employees. The Professional Certificate in Management and Leadership is a series of workshops (twice monthly, 8:30 am–12 pm) covering a broad range of management and leadership topics. Workshops may be taken individually to earn a letter of completion or as a group of eight workshops to earn a professional certificate.

Courses
ML 0021 Effective Leadership Behavior
ML 0022 Leading Winning Teams
ML 0023 Decision-Making and Problem-Solving
ML 0024 Productive Management of Conflict
ML 0025 Effective Communication Skills
ML 0026 Coaching and Managing for Performance
ML 0027 Increasing Emotional Intelligence
ML 0028 Leading in the Face of Change
ML 0030 Professional Certificate in Management and Leadership Course Series (includes eight courses: ML 0021–ML 0028)
ML 0029 Strategic Presentation Skills (optional)

For more information, please visit neverstoplearning.net/management call (619) 594-5489, or email mgtleadership.ces@sdsu.edu.

SDSU Research Foundation Program

Click Here for Current Schedule

neverstoplearning.net/grant
For more information, email grantwriting.ces@sdsu.edu or call (619) 594-2193.
For more information, you may also email kmetchin-w@sdsu.edu or call (619) 594-3946.
SDSU Research Foundation Program

Click Here for Current Schedule

everstoplearning.net/management
For more information, please visit neverstoplearning.net/management call (619) 594-5489, or email mgtleadership.ces@sdsu.edu.

SDSU Research Foundation Program

Click Here for Current Schedule

neverstoplearning.net/management
For more information, please visit neverstoplearning.net/management call (619) 594-5489, or email mgtleadership.ces@sdsu.edu.

SDSU Research Foundation Program
Be a Better Writer in Just Four Weeks with SDSU's New Online Business Writing Course

Starting this fall, SDSU's College of Extended Studies will offer a fully online business writing course, making it...

For more information, please email businesswriting.ces@sdsu.edu or call (619) 594-5821.
SDSU Research Foundation Program

This fully online business writing course, makes it easier than ever to master your ability to craft clear and concise communications. In just 3-5 hours per week for four weeks, you can forever change your approach to writing. If you've ever received an email, letter or sales piece that was confusing, wordy, or typo-ridden, you know that poor writing impacts the writer’s credibility — whether you have a high school diploma or a doctorate. By mastering a few basic steps and techniques in the writing process, you can ensure that your every communication reflects your professionalism.

Business Writing Online

In today’s competitive economy and multi-media world, that’s a formula for success on the job and in life.

Topics include:
- Business document format
- Etiquette for electronic communications
- Grammar to-go for busy professionals

Through workplace scenarios and interactive tutorials, learn best practices for digital communications. Receive your professional certificate in Business Writing upon completion of the course.

Open University Certificate in Computational Linguistics

The College of Extended Studies and the SDSU Department of Linguistics and Asian/Middle Eastern Languages now offer a Certificate in Computational Linguistics. This four-course program is designed for undergraduate students from any major looking to provide a focus to their curriculum and enhance their résumés after graduation. It’s also for professionals working in the areas of language processing or related fields wishing to update their knowledge or enhance their marketability by pairing computational linguistics certification with another degree. Community members with an interest in linguistics are also candidates for the program.

For details, contact the certificate advisor, professor Jean Mark Gawron at (619) 594-0252 or email gawron@mail.sdsu.edu. For general information, contact the CES coordinator at (619) 594-2517 or visit linguistics.sdsu.edu/certificates/computational.html. The College of Extended Studies is an approved provider for veterans’ benefits for this program.

Computers

Topic: Open University Program

The Open University program allows high school graduates, working adults, and students from other universities to attend regular SDSU classes if classroom space...

For more information...

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Computers

Topic: Open University Program

The Open University program allows high school graduates, working adults, and students from other universities to attend regular SDSU classes if classroom space...

For more information...
Professional Certificate in Construction Project Management

The Construction Project Management program provides an all-encompassing overview of construction project management principles and best practices presented in a clear and concise format. Construction managers have a hand in every aspect of a project—from the planning stage with architects and engineers, to the budgeting stage with cost estimators, to the production stage with laborers, and the close out and occupancy stage with the owner and occupants.

Employment of construction project managers is expected to grow 18% from 2012 to 2022, faster than the average rate for all occupations, according to The Bureau of Labor Statistics. Learn the principles of project management—from planning and scheduling, to the legal aspects of construction, contracts and insurance; equipment selection; and the principles of green construction.

To earn the Certificate in Construction Project Management, students must receive a passing grade in the five courses offered.

Courses
- ENGR 47 Construction Project Management
- ENGR 32 Planning and Scheduling
- ENGR 38 Building Green Buildings: The Contractor’s Perspective
- ENGR 43 Construction Equipment and Methods
- ENGR 31 Contract Documents and Construction Law

Professional Certificate in Construction Supervision

Construction supervision requires a wide variety of skills including: people skills (effective leadership, accident prevention, and clear communication), technical skills (planning, scheduling, cost control, and productivity improvement), and management skills (project management, contract and document comprehension, and complex problem-solving).

The Certificate in Construction Supervision is a variation on the popular AGC Supervisory Training Program with added material such as web tours, expanded topic studies, and group problem-solving sessions addressing common industry issues.

Students must complete a total of eight courses including six core courses and two electives to earn the certificate in Construction Supervision with an emphasis in either Civil Sitework or Building.

Courses
- Complete six core classes + two electives in area of emphasis
- ENGR 28 Leadership and Motivation
- ENGR 30 Oral and Written Communication
- ENGR 48 Problem Solving and Risk Management
- ENGR 31 Contract Documents and Construction Law
- ENGR 32 Planning and Scheduling
- ENGR 49 Construction Productivity and Cost Management

Elective Courses
- Complete two in chosen area of emphasis
- Emphasis in Civil Sitework:
  - ENGR 43 Construction Equipment and Methods
  - ENGR 44 Practical Applications of Civil Sitework
- Emphasis in Building:
  - ENGR 38 Building Green Buildings: The Contractor’s Perspective
  - ENGR 47 Construction Project Management

Do you want to take only specific construction classes? You can!

If completing a full certificate is not an option for you right now, you may enroll in the individual classes that are most relevant to you.

Click Here for Current Schedule

For details, visit neverstoplearning.net/construction or visit our FAQ page at neverstoplearning.net/constructionFAQs.

For an online demo, go to constructionclasses.com/potential_student.htm.

For questions, please call (619) 594-3297, or email construction.ces@sdsu.edu.

The College of Extended Studies is a state-approved provider for the federal workforce investment act and MyCAA benefits for these programs.

American Language Institute (ALI)

Located on the campus of San Diego State University, the ALI has over 42 years of excellence in English as a Second Language instruction and international programming. The ALI offers a full range of programs for international students and professionals, including intensive English, academic English, business English, test preparation, certificate programs, teacher training, and other customized programs.

Visit ali.sdsu.edu, facebook.com/ali.sdsu, twitter.com/ali_sdsu, call (619) 594-5907, or email ali@mail.sdsu.edu.

SDSU Research Foundation Program

International Training Center

The International Training Center (also known as ITC) was created as a program of the College of Extended Studies (CES) at San Diego State University in 1984 and became an independent entity in 2002. Well-known live satellite programs, transmitted from KPBS-TV to various nations mostly in the Americas, cover topics such as business and management, job trends and employment, human networks and productivity, telecommunications and information technologies, security, health, demographics, environmental quality, and global competitiveness.

For additional information, please contact Miguel A. Cardenas, president, International Training Center (ITC) by phone at (619) 934-0797, by email at mcardena@mail.sdsu.edu, or online at ITCSandiego.com.
Workplace English

In a global marketplace, people from different countries with different language backgrounds often work side by side — either physically or electronically.

To ensure the effective communication that is essential for businesses to thrive, the ALI delivers English language training for non-native English speakers.

We create custom Workplace English programs to meet the needs of each organization. So your employees will develop their language skills through communicative activities that simulate actual language usage in your workplace. And for the convenience of you and your employees, we bring the classroom to you.

Courses
- Pronunciation Improvement
- English for Presentations
- Business Writing for Email, Documents, and Technical Manuals
- Success Skills for Non-Native English Speakers in American Business Culture
- Training for Supervising Non-Native English Speaking Employees

Visit ali.sdsu.edu/workplace, contact Stephen Howell at (619) 594-8662, or email stephen.howell@mail.sdsu.edu.

SDSU Research Foundation Program
Professional Development for Educators

Designed to fit the need of educators and administrators looking for graduate-level professional development credit. Offered for semester units at the 900 graduate-level that appear on an SDSU academic transcript, these courses may be used for career or salary advancement.

Each course is offered in conjunction with a teaching partner organization. Contact the agency teaching the course to register and pay applicable fees before registering with SDSU for credit. The following courses are all offered online through Continuing Education Associates (variety of units per course) and have a prerequisite of a bachelor’s degree.

Three Unit courses

Getting Googled: Eliminating Excuses Through the Free Resources of Google: Learn how to effectively utilize and teach using Google applications to develop curriculum, acquire resource awareness, and produce e-course options to change the classroom and eliminate obstacles to student success.

Hidden Histories: Race and Ethnicity in America: Focus on history as an investigative process to better understand the complexity of the issues surrounding race, gender, and ethnicity.

iPads in Education: Explore the functionality and capabilities of the iPad as a teaching tool and link this technology with your school’s curriculum.

iPads for Autism Education: Develop an awareness of how the Autism Spectrum affects student learning and how to use technology to develop differentiated learning strategies for the classroom.

Two Unit courses

Bullying Prevention: Explore how bullying is a result of community relationships and how to prevent bullying from happening in the classroom as well as assist students in healing.

Teaching Children with Challenging Behavior: Gain and develop evidence-based tactics to help students manage their emotions, shape behavior instruction, and work with families, school social workers and psychologists to solve problem behavior in the classroom.

Teaching Social Skills to Students with Autism: Learn interventions to help improve student motivation and self-esteem, and the development of important social skills leading to increased academic achievement.

Teaching to Diverse Abilities: Learn field-tested strategies and principles including learning centers, hands-on activities, and investigative projects to help create successful learning environments that address the diversity of mixed ability classrooms.

Augmented Reality in the Classroom: Explore the expanding world of Augmented Reality (AR) through the use of free, user-friendly, web-based tools that K-12 teachers can add to classroom curriculum with differentiated instruction for varied computer expertise and grade level.

Flipping the Classroom: Focus on learning to deliver instruction online outside of the classroom and to move homework into the classroom allowing for interaction with students as they complete their work and the one-on-one attention needed for success.

Online Videos for Instruction: Examine ways to tap into thousands of online videos for use in the classroom to help students move from knowledge to critical thinking and finding answers on their own.

One Unit courses

Most Likely to Succeed: Preparing our Kids for the Innovation Era: Based on the book, Most Likely to Succeed: Preparing Our Kids for the Innovation Era, this book study will explore the difference between what students must do to earn a degree (high school or college) versus what makes them most likely to succeed in work, citizenship, and lifelong learning.

Best Practices and Classroom Strategies for Educator Wellness: Focus on best practices in classroom, stress and wellness management that are designed to help the educator as a whole.

For detailed program information visit http://ces.sdsu.edu/educators, email educators.ces@sdsu.edu, or call (619) 594-3297.
Environmental Studies

The Environmental Studies Certificate is designed for students already holding a bachelor’s degree (in any field) who desire to increase their understanding of the theoretical and applied approaches to environmental problems and issues. This is not a certificate program in the hard sciences, but rather is intended to provide diverse ways for students to develop knowledge of the causes and consequences of the human impact on the environment and the impact on humans of philosophical, political, economic, spatial, and natural science perspectives.

For more information, please contact the faculty advisor for the certificate program Donna Ross at (619) 594-6129 or dlross@mail.sdsu.edu. For general information, contact the CES coordinator at (619) 594-2517. For more information, you may also email kmcetchin-w@sdsu.edu or call (619) 594-3946.

Open University Certificate in Environmental Studies

This professional development program offers a multi-disciplinary approach to environmental studies for natural resource managers, teachers, community activists, and others who are concerned about the interaction of people and the environment. Students must complete the required units with a 2.5 grade point average. A bachelor’s degree from a university is also required.

Students interested in the Environmental Studies Certificate will normally enroll in courses through Open University. Prior to enrollment, contact Professor Donna L. Ross, School of Teacher Education, to develop an approved program of coursework.

For more information on Open University classes, visit us online at neversstoplearning.net/opencertificate.

Geographic Information Science

The College of Extended Studies and the SDSU Departments of Geography and Computer Science now offer a Certificate in Geographic Information Science focused on skills in geospatial technology. The certificate courses combine various aspects of computer science with geographic information systems (GIS), remote sensing, cartographic visualization, and data analytics. According to the U.S. Department of Labor, geospatial technology is one of high growth job areas.

For more information, contact the certificate advisors, professor Piotr Jankowski at pjankows@mail.sdsu.edu or (619) 594-0640; or professor Carl Eckberg at eckberg@rohan.sdsu.edu or (619) 594-6384.

For general information, contact the CES coordinator at (619) 594-2517 or visit geography.sdsu.edu/Programs/giscert.html. For more information, you may also email kmcetchin-w@sdsu.edu or call (619) 594-3946.

Approved provider for military spouse and veterans’ benefits for this program.

Open University Certificate in Geographic Information Science

For more information on Open University classes, visit us online at neversstoplearning.net/opencertificate.

Foreign Language

Learn Arabic, Chinese, Portuguese, Persian, or Russian through our unique intensive fall experience. Intensive language courses immerse you in language and culture studies for four to six hours of interactive instruction, Monday through Friday. You can earn 3–20 units of SDSU foreign language credit in 2.5–11 weeks.

For more information, to join our email list, or to register, please visit us online at neversstoplearning.net/larc. For more information, please visit larc.sdsu.edu.

For more information, please contact the faculty advisor for the certificate program Donna Ross at (619) 594-6129 or dlross@mail.sdsu.edu. For general information, contact the CES coordinator at (619) 594-2517. For more information, you may also email kmcetchin-w@sdsu.edu or call (619) 594-3946.

For more information on Open University classes, visit us online at neversstoplearning.net/opencertificate.

Approved provider for military spouse and veterans’ benefits for this program.
Health Care
Career Programs

Nursing Student Fast-Tracks Entry into Health Care Field with SDSU’s Clinical Medical Assistant Program
While pursuing a bachelor’s degree in nursing, Ian Mwangi accelerated his health-care career by...

Twenty-eight-year-old Wilcoxson entered the undergraduate program in her senior year of a public health assistant certificate with Clinical Medical Assistant Program at SDSU, Makenna prepended her pursuit of a master’s degree.

Valerie Sarni graduated from U.C. Davis in 2007 and had a mid-level career as a technology project manager.

Career Programs
Health Care

Senta Clinic Offers Externships Exclusively to SDSU Students

Just Seven Months to a New Career
Valerie Sarni graduated from U.C. Davis in 2007 and had a mid-level career as a technology project manager.

Career Programs
Health Care

Program Features
- Skill-based, fast-paced, and hands-on learning programs
- Preparation for state certification exams
- Upgrading and cross-training of skills
- Course materials are included
- The College of Extended Studies is a state-approved provider for the federal workforce investment act and MyCAA for these programs

For more information, call (619) 594-3297 or email healthcare.ces@sdsu.edu.

SDSU Research Foundation Programs

Health Care continued

Health Care Career Programs
Make your mark in an expanding career field that will change your life while making a difference in the lives of others.

According to the U.S. Bureau of Labor Statistics, eight of the top 20 fastest-growing professions are in the health care industry — an industry with more than 13 million jobs. And thanks to advances in medicine, and the country’s aging population, the demand for medical professionals is only increasing.

Our health care certificate programs can help you embark on a new career or advance your current health care career in as little as two months.

For more information, call (619) 594-3297 or email healthcare.ces@sdsu.edu.

SDSU Research Foundation Programs

Health Care continued

Pharmacy Technician Training and Test Prep
This comprehensive 59.5-hour program and 80-hour optional clinical externship will prepare students to work as a pharmacy technician in a retail pharmacy or other pharmacy setting. Course content, delivered through classroom lecture and hands-on labs includes: pharmacy medical terminology; the history of pharmacy; pharmacy practice in multiple environments; pharmacy calculations and measurements; reading and interpreting prescriptions; defining drugs by generic and brand names; dispensing of prescriptions; and inventory control. The course material assists in preparation for the Pharmacy Technician Certification Board’s (PTCB) PTCE exam. The last two sessions of this course will focus solely on reviewing the new PTCE exam study guide and practice test. This program also includes an 80-hour clinical externship opportunity at a local health care service provider for students who qualify. Students will be required to provide immunization records, PPD (TB) test results, a negative nine-panel drug screen, and background check at their own cost (approximately $300 for externship).

Clinical Medical Assistant
In this comprehensive program, students will gain skills needed to assist physicians. Instruction includes preparing patients for examination and treatment, routine laboratory procedures, and diagnostic testing. Additional topics covered include phlebotomy, EKG, pharmacology, ethics, and the legal aspects of health care. This program includes 140 hours of classroom lecture and hands-on labs and a 160-hour clinical externship opportunity at a local health care service provider for students who qualify. Certification exam administered in class. Students will be required to provide immunization records, PPD (TB) test results, a negative nine-panel drug screen, and background check at their own cost (approximately $300 for externship).

EKG Technician Certification
This comprehensive 52.5-hour classroom course will prepare students to perform as an EKG Technician and sit for the American Society of Phlebotomy Technician (ASPT) Electrocardiograph (EKG) Technician exam. Important practice and background information on anatomy and physiology of the heart, disease processes, electrocardiography and stress testing, medical terminology, medical ethics, and legal aspects of patient contact are covered.

Additionally, students receive hands-on training including introduction to the function and proper use of the EKG machine, proper lead placement, and other clinical practices.

For more information, call (619) 594-3297 or email healthcare.ces@sdsu.edu.

The College of Extended Studies is a state-approved provider for the federal workforce investment act and MyCAA for these programs.

SDSU Research Foundation Programs
Online Professional Certificate in Nutrition for Optimal Health and Wellness

This program is designed for personal trainers, group fitness instructors, and other health and wellness professionals looking for a credible curriculum to gain expertise in advising their clients on nutrition. This online certificate program provides an in-depth examination of advanced sports nutrition, vitamin/protein supplementation, functional food implementation, antioxidants, and meal-plan analysis for optimal performance. The certificate will enhance your résumé and demonstrate to clients that you’re a qualified professional.

Each course is five weeks. Register anytime. Price per course is $399.

The program is also ideal for registered dietitians (RD) and dietetic technician-registered (DTR) professionals seeking CEUs, as well as health enthusiasts wanting to learn more about nutrition and healthy eating.

Instructor Melissa Halas-Liang is a nationally recognized nutrition educator, Registered Dietitian, Certified Diabetes Educator, and wellness expert.

Two Certificate Options

One: Nutrition for Optimal Health and Wellness Certificate

Successfully complete the following three online courses:

- Nutrition and You: Functional Foods
- Weight Management and Nutrition in the Lifecycle
- Public Nutrition and Wellness Education

Two: Nutrition for Optimal Health and Wellness and Sports Certificate

Successfully complete the three courses above plus:

- Introduction to Sports Nutrition and Performance

Craft Beer Advisory Board

Andrew Wilde, Brand Manager, Karl Strauss Brewing Company

Dave Adams, Director of Beer Education and Certified Cicerone®, Green Flash Brewing Co.

Scott Blair, Co-founder/CEO and Certified Cicerone®, Monkey Paw Brewing

Austin Copeland, Head Brewer, Mildroot Brewing Co.

Claudia Faulk, Co-founder, Aztec Brewing

Meaani Gordon, Co-founder/CEO, Tapahunter

Mike Hinkle, Co-founder/CEO, Green Flash Brewing Co.

Matt Johnson, General Manager, Helm’s Brewing

Greg Koch, Co-founder/Executive Chairman and Certified Cicerone®, Stone Brewing Co.

Miguel Loza Brown, Student Advisory Board Member

Candace L. Moon, Founder, The Craft Beer Board Member

Jake Nunes, Tasting Room Manager and Certified Cicerone®, North Park Beer Co.

Gonzalo Quintero, Ed.D., Co-founder, Craft Beer Tasters

Eugenio Romero-Wordland, President, Cerveceria Wendlandt

Dr. Bill Sykes, Co-founder/CEO and Certified Cicerone®, Wild Barrel Brewing Co.

Program partners

HOLIDAY

CityBeat

Craft Beer continued

Professional Certificate in the Business of Craft Beer

Craft beer is complex and versatile, and it is a growing industry in San Diego. The city has more than 130 craft breweries and was recently named “Top Beer Town” in the U.S. SDSU College of Extended Studies created the Business of Craft Beer Certificate to foster an overall appreciation of craft beer through interactive, hands-on learning. The program provides a well-rounded experience of craft beer through the exploration of its past and present, current trends, styles, best business practices, and what the future holds for this booming industry. Classes are held on-site at local breweries and at SDSU.

Certificate Levels

Level One (Essential Certificate) — Take six classes to earn a certificate. Can be completed in one academic year.

Level Two (Expanded Certificate) — Take nine classes to earn a certificate. Can be completed in 1.5 academic years.

Students who complete the first course will be eligible to take the Cicerone® Certified Beer Server Exam at a discounted rate of $29. Must be 21 years of age to register for this program. No more than one absence will be allowed in each course.

Must be at least 21 years of age to participate in this program.

The SDSU Certificate

- Provides skills necessary to enter the budding craft beer industry
- Provides an interactive, hands-on learning experience with tastings and more
- Brings top leaders and industry experts together in the classroom
- Uncovers an overall appreciation of craft beer
- Explores craft beer’s past and present history, and current trends
- Promotes craft beer literacy for consumers and employees
- Educates future craft beer ambassadors
- Offers industry connections and networking opportunities within the San Diego beer community
- Provides professional development and increases craft beer knowledge for current hospitality industry employees

For more information, call (619) 594-3297, email healthcare.ces@sdsu.edu, or visit neverstoplearning.net/nutrition.

SDSU Research Foundation Program
Craft Beer Brewer, Curator, and Marketing Guru Teaches Marketing in SDSU’s Business of Craft Beer Program
Click Here

Graduate of SDSU’s Business of Wine and Craft Beer Programs Now an Instructor of Course that Bridges Both
Click Here

SDSU Craft Beer Instagram Video Compilation
Click Here

SDSU Business of Craft Beer Graduate Eric Fowler — Crafting a Career
Click Here

Bill Sysak Welcomes Students to the Business of Craft Beer Certificate Program
Click Here

Craft Beer Video See interviews with instructors and students and excerpts from sessions in classrooms as well as different offsite sessions around San Diego.
Click Here

SDSU Business of Craft Beer Graduate Alex Montelbano — Crafting a Career
Click Here

Craft Beer Education Camp: 9 Glorious Days of Intensive Instruction in San Diego, the U.S. Capital of Craft Beer
Click Here

Student’s View of SDSU’s Inaugural Nine-Day Brewery Startup Camp: “I’m in a beer Disneyland!”
Click Here

SDSU’s Inaugural Craft Beer Education Camp a Hit with Students from All Over the World
Click Here

Attendee of SDSU’s Inaugural Craft Beer Education Camp Plans Cross-Continent Beer Collaborations with Fellow Student from Australia
Click Here

Beer Enthusiast from Western Australia Among International Group of Students at SDSU’s Inaugural Craft Beer Education Camp
Click Here
Professional Certificate in Meeting and Event Planning

Whether you are new to meeting planning or a seasoned pro, SDSU’s Meeting and Event Planning Certificate offers you the opportunity to expand your knowledge and skills within this growing industry. If you want to explore a new career opportunity or become more astute in your abilities; if you’re seeking help with planning a single meeting or event; or if you want to find out how to grow your career in the meeting industry; this program is for you! We have partnered with Meeting Professionals International (MPI) to present this very popular certificate program.

Award of Certificate
To earn a certificate, participants must complete the required core and elective courses within two years. Students must attend all class sessions of each course in order to pass the course.

Program Advisor: Annette Gregg CMP, CMM, MBA.
Program offered fall and spring semesters.

Core Courses
- MP 101 Meeting Planning Basics (six hours)
- MP 102 Food and Beverage Planning (six hours)
- MP 103 Event Marketing and Promotion (six hours)
- MP 104 Site Selection and Contract Negotiation (12 hours)
- MP 105 Financial Management of Meetings and Events (six hours)
- MP 106 Audio Visual Basics (six hours)
- MP 107 Professional Development (six hours)

Elective Courses (18 hours required)
- MP 201 Introduction to Special Events (six hours)
- MP 203 Starting Your Own Business in the Meeting and Event Planning Industry (six hours)
- MP 204 Tradeshows and Event Security (nine hours)
- MP 205 Sponsorship and Fundraising, Nonprofit Events and Fundraising (six hours)
- MP 207 Event Design and Production (six hours)
- MP 209 Weddings and Social Events (nine hours)
- MP 213 Effective Networking and Résumés for the Meeting and Events Industry (six hours)
- MP 216 The Art of Selling (three hours)

For additional information, visit neverstoplearning.net/meeting, email mep.ces@sdsu.edu, or call (619) 594-1138.
10% SDSU Alumni discount available. Please call registration directly at (619) 594-5152 for discount. All discounts will be applied to the regular registration price. No double discounts allowed.

Instructor Profile – Sandi Cottrell – Meeting and Event Planning

Instructor Profile – Nicole Osibodu – Meeting and Event Planning

Professional Certificate in the Business of Wine

Build Your Wine Knowledge for a Competitive Edge in Your Career
The Business of Wine Professional Certificate is designed to prepare participants for success in wine-related occupations. Through engaging discussion and directed tastings, the Business of Wine courses let you experience the world of wine twofold: wine education and business education. These comprehensive courses are geared for professionals and entrepreneurs in the wine, food, and hospitality fields who want to quickly expand their knowledge of wine topics. The certificate is directed to: restaurant owners and staff, winery employees, event planners, distribution and retail sales employees, wine bar owners and staff, anyone interested in moving into wine or hospitality careers, and wine enthusiasts who desire a professional level education.

Visit neverstoplearning.net/wine.
Must be at least 21 years of age to participate in this program.
To earn a certificate, participants must complete the required core and elective courses within two years.

Program partners

Business of Wine Advisory Board
- Jesse Rodriguez, CWE, AIWS, and advanced sommelier
- Lisa Lipton past national chair, American Institute of Food and Wine
- Michael A. Cheerham CSW, CSS, WLS, CSWE, independent wine educator and consultant
- Linda Kissam owner, Kissam Consulting
- William Byxbee dean emeritus, SDSU College of Extended Studies
- Carl Winston director, SDSU’s School of Hospitality and Tourism Management
- Peggy Evans executive director, Temecula Valley Wineries Association
- Lisa Redwine advanced sommelier, sales rep, Real Wine Co.
- Gus Vigardha winemaker, Wilson Creek Winery
- Deborah Lascar CSW, owner, Wine and Food: Uncorked
- Ken Mills CEO/president, Wine Steals

For additional information, visit neverstoplearning.net/wine, email mep.ces@sdsu.edu, or call (619) 594-1138.
10% SDSU Alumni discount available. Please call registration directly at (619) 594-5152 for discount. All discounts will be applied to the regular registration price. No double discounts allowed.

Certificate Requirements
Core Courses (all required)
- Exploring Wine (18 hours)
- Wine Making Behind the Scenes (nine hours)
- Business Opportunities in the Wine Industry (15 hours)
- Dynamic Wine and Food Pairing (six hours)

Elective Courses (two required; course offerings may vary each semester)
- The Character of Wine (nine hours)
- Wine List Creation (nine hours)
- Sensory Evaluation (six hours)
- Wine Flaws and Faults (six hours)
- Importing and Distribution (12 hours)
- Beer and Wine: Service and Selling (six hours)

Intensive Courses (three required; nine hours of study each)
- Burgundy Wines Spanish Wines
- California Wines Sparkling Wines
- Dessert Wines Australian Wines
- French Wines Austrian/German Wines
- Italian Wines South American Wines
- Southern Wines

Location of Classes
SDSU Extended Studies/Gateway Centers, corner of Campanile Drive and Hardy Ave.

Visit us online at neverstoplearning.net/wine for current course offerings.
For more information, call (619) 594-1138 or email us at wine.ces@sdsu.edu.
10% SDSU Alumni discount available. Please call registration directly at (619) 594-5152 for discount. All discounts will be applied to the regular registration price. No double discounts allowed.

The College of Extended Studies is a state-approved provider for the federal workforce investment act, military spouse, and veterans’ benefits for this program.

SDSU Research Foundation Program
The field of forensic psychology examines the intersection between human behavior and the law. SDSU’s College of Extended Studies has partnered with SDSU’s Homeland Security Graduate Program to launch this comprehensive, online Professional Certificate in Forensic Psychology with an emphasis in Mental Illness Risk Management, specifically designed for individuals in law enforcement, fire and rescue, emergency management, and community organizing. It’s also ideally suited for those interested in forensic psychology, homeland security, public safety, and disaster-response humanitarian assistance.

Why This Certificate?

In recent years, it has become increasingly clear that interactions between emergency responders and the public they serve are becoming more difficult, frequently because of cultural differences and mental health challenges. Resulting miscommunication all too often leads to fatal altercations, and yet our emergency professionals receive little if any training in how to understand and mitigate these issues.

This certificate places special emphasis on the challenges emergency responders face in working with disabled and immigrant populations. It offers proven tools to boost resilience in both emergency professionals and civilians in the wake of natural disasters and other community traumas. It also enables community leaders and organizers to appreciate the community-oriented goals of law enforcement, helping to build trust and social capital on both sides, with the goal of generating real solutions.

Program Highlights

- Fully online, offered in English and Spanish
- Five eight-week courses
- Instructors are all content specialists with real-world experience

Who Will Benefit

This certificate program would be beneficial for those pursuing promotion, seeking Law Enforcement Officer (LEO) training, planning to enter graduate programs in forensic psychology, or simply wishing to expand their knowledge base. It may also fulfill continuing education unit (CEU) requirements. This curriculum is recommended for:

- Law enforcement professionals
- Fire and rescue professionals
- Other first responders
- Emergency managers
- Community organizers
- Forensic nurses
- Forensic social workers
- Corrections personnel
- Parole and probation workers
- Military police
- Victim advocates
- Elected Officials
- Counselors
- Pastors
- Attorneys
- Students

For more information, visit neverstoplearning.net/FP, email Sara Roldan at roldan.sara.ruth@gmail.com, or (619) 804-9090.
**Human Resource Management**

**Professional Certificate in Human Resource Management**

Human resource is the human side of business — take yourself and your employees to new heights by obtaining a certificate in HR management. This program helps you advance your career, acquire new knowledge and skills, and provides entry-level experience for those new to the field of HR management, personnel, industrial, or employee relations.

**Workplace Benefits**
- Identify the core competencies needed for a career in human resources
- Build processes and procedures for a diverse workforce, recruitment, and ROI
- Learn how to communicate policies to employees
- Create an environment that attracts and retains talent
- Understand the role of OSHA, safety, and compensation issues in the workplace

**Location of Classes**
SDSU Extended Studies/Gateway Centers, Hardy Avenue entrance, unless otherwise noted.

**The Certificate**

It is required that Introduction to Human Resources be taken first.

**Health and Safety Management**
Learn the fundamental components of a comprehensive health and safety program to protect the employees in your organization and avoid costly liability. You’ll learn about Cal-OSHA requirements, risk management and loss prevention, workers’ compensation claims, employee assistance plans, preventative health issues, ADA compliance, and more.

**Compensation**
Each major foundational aspect of employee compensation will be reviewed in this class. Students will learn a practical approach to building a sound compensation program through lectures, case studies, and practice projects. Topics will include job analysis, job descriptions, job evaluation, salary surveys, salary structures, pay for performance, benefits administration, and incentives.

**Human Resources Training and Development**
Maintaining a highly productive workforce through the use of training will be covered in this course. Students will learn about the training function and its relationship to a high performing organization. Also included will be an examination of teambuilding techniques as part of the human resource function.

**Performance Management**
This course explores HR’s role in establishing a credible performance management system to help an organization maximize productivity. Students will learn strategies and methods for developing assessment tools, evaluating performance, diagnosing performance problems, and coaching and counseling.

**HR Management and the Law I**
This course will outline the legal environment affecting HR management. Students will learn from practical examples about the federal, state, and local laws which regulate and define the employment relationship. Areas covered include: laws governing union organizing; EEO and affirmative action laws; US Department of Labor and workers compensation regulations; leaves of absence and the ADA; and compliance with employee pay and benefit rules.

**HR Management and the Law II**
This introduction to California labor and employment law will cover a wide variety of workplace topics including wage and hour law, employee classification, minimum wage and overtime laws, meal and rest period requirements, and other labor code requirements. Additional topics include vacation, PTO and sick leave; personnel records and privacy; drug testing and background checks; and confidentiality and company trade secret protection.

In addition to understanding how California employment law interacts with the work environment, you’ll learn how to reduce the risk of employment-related claims and lawsuits. Guest speakers — specialists in California labor and employment law — will provide a broad perspective on how specific legal topics affect HR professionals, managers, and employees.

This course may be taken prior to HR Management and the Law I.

**Capstone: Applying Human Resource Management**
Propose and carry out a guided project that will allow you to demonstrate the HR skills learned and create a tangible product that will be useful on the job. Students must request an add code to register.

**For more information, call (619) 594-2193, email hr.ces@sdsu.edu, or visit neverstoplearning.net/hr. For more information, you may also email kmcetchin-w@sdsu.edu or call (619) 594-3946. The College of Extended Studies is a state-approved provider for the federal workforce investment act, military spouse, and veterans’ benefits for this program.**
Course: One-Unit Weekend

Visits to Local Refugee Centers Part of New SDSU One-Unit Weekend Course: ‘Refugees in San Diego: Struggling for Solutions’

With all the current controversy surrounding refugees and immigration, a...

Click Here

The Politics of Harry Potter: New One-Unit Weekend Course at SDSU

Wrongful Convictions: Weekend Course at SDSU Illuminates How Life Can Be Derailed in...‘Refugees in San Diego: Struggling for Solutions’

Click Here


Community members are welcome to attend SDSU’s One-Unit Weekend Courses, always on hot topics in areas such as public administration, political science, and international security.

Each course is only $199 and meets only twice: typically a Friday/Saturday combination for a total of 16 classroom hours.

One-Unit Weekend courses are also a great way for undergraduate students to earn extra units for graduation.

“The class (Addressing Youth Gangs in the U.S.: Prevention, Intervention, and Suppression Strategies) was really enlightening on gang issues, especially locally. We were able to talk to reformed gang members as well as a police officer. Both perspectives were important aspects to the authenticity of the subject. I would definitely recommend it to people who just need the credit as well as people who are interested in working with youth.” — Elleisha Ebien

Find current course offerings at neverstoplearning.net/oneunit. For more information, call (619) 594-2099.

Online Courses

Business Writing .......................... 17
Computers, Web and Mobile Applications Development Advanced Certificate in Web and Mobile Applications Development .......................... 18
Construction Professional Certificate in Civil Site Work Construction .......................... 19
Professional Certificate in Construction Estimating .......................... 19
Professional Certificate in Construction Practices .......................... 19
Professional Certificate in Construction Project Management .......................... 19

America: A Journey of Faith

Online Courses

Don’t see what you want?

Call SDSU’s College of Extended Studies at (619) 594-2193 or email pdol.ces@sdsu.edu and we’ll help you customize a program that meets your needs.

Professional Development Online Courses (PDOL)

Acquire new skills with e-learning by earning your certificate online — anytime, anywhere.

PDOL provides you the ability to work toward a certificate with a wide range of flexible, affordable, online learning opportunities so that you can continually gain new skills and knowledge.

Begin learning today and earn a certificate online.

The online certificate option also gives you unlimited access to all materials for a full year.

Earn our most in-demand online certificate — Project Management Professional (PMP)® exam.

Don’t see what you want?

Choose from the following content areas to earn your certificate in a high-demand field:

- Project Management
- Accounting and Finance
- Business Strategies and Operations
- Business Writing
- Desktop Skills
- Human Resources
- Management and Leadership
- Professional Effectiveness
- Information Technology

For more information, please go to neverstoplearning.net/pdolonline, call (619) 594-2193, or email pdol.ces@sdsu.edu. For more information, you may also email kmcatchin-w@sdsu.edu or call (619) 594-3946.

The College of Extended Studies is a state-approved provider for the federal workforce investment act. SDSU Research Foundation Program
Online Courses

Study Day or Night with Convenient Six-week Online Courses

If you want to enhance your value in the workplace, make your home your new workplace, or just enrich your life by increasing your knowledge — convenient ed2go courses, sponsored by the College of Extended Studies at San Diego State University, may be just what you need.

Classes begin each month with a new lesson released each Wednesday and Friday for six weeks. Once released, you can access a lesson any time, day or night, until the end of the class. A friendly, informative discussion group is included for each lesson so you can ask questions or exchange ideas with the instructor or classmates. Handout links for further reference are also included.

After passing the final test, you can print your own certificate of completion.

A Wide Variety of Over 300 Classes is Available — Many of Which Are New

A Sampling of Topic Areas:

- Accounting
- Art, History, Psychology, and Literature
- Basic Computer Literacy
- Certification Preparation
- Child Care and Parenting
- Computer Applications
- Courses for Teaching Professionals
- Database Management and Programming
- Digital Photography and Digital Video
- Entertainment Industry Careers
- GED Test Prep
- Graphic Design
- Languages
- Law and Legal Careers
- Math, Philosophy, and Science
- PC Troubleshooting, Networking, and Security
- Personal Development
- Personal Enrichment
- Personal Finance and Wealth Building
- Start Your Own Business
- The Internet
- Web and Computer Programming
- Web Graphics and Multimedia
- Writing and Publishing

Open University

Open University students can now register prior to the first day of class, after SDSU student registration is complete.

Register online beginning August 21 for immediate access to open classes. Classes Begin on August 28.

Visit neverstoplearning.net/open for details about our easy Open University registration process.

Note: Students are responsible for meeting all course prerequisites prior to registration.

Fees

Open University fees are $231 per unit for undergraduate courses and $340 for graduate courses (600-level and above). We accept cash, checks, MasterCard, American Express, Discover Card, and Visa.

CES Registration and Cashiers Office

SDSU Gateway Center Building
Hardy Avenue entrance
5250 Campanile Drive,
San Diego, CA 92182

Phone: (619) 594-5152 Cashier’s: (619) 594-2606
Fax: (619) 594-0147
After-hours Drop Box: Gateway Center, Hardy Avenue entrance.

24-hour recorded information: (619) 594-4123
Registration: ces.registrar@sdsu.edu
Easy, secure registration is available via the internet: neverstoplearning.net.

Office Hours:
Registration Office: 8 am–5 pm, Monday–Friday
Cashier’s Office: 8 am–5 pm, Monday–Friday
After-hours Drop Box: Gateway Center, Hardy Avenue entrance.

Open Minds, Open Doors, Open University

Check our website for detailed information about new Open U Registration policies at neverstoplearning.net/open

Take SDSU Courses Through Open University

The Open University program allows you to attend regular SDSU classes if space is still available once matriculated students have registered.

University admission is not required, and the registration process is easy. You can select from the courses offered in SDSU’s current class schedule. Open University classes are offered on a space-available basis; admission is not guaranteed.

Note: Undergraduate students who have been disqualified from SDSU will not be allowed to attend Open University or classes through the SDSU College of Extended Studies’ Special Sessions until one year from the date of their disqualification. Graduate students will not be allowed for one semester following disqualification.

To obtain a class schedule: Current SDSU class schedules may be viewed on the web at sdsu.edu/schedule. University general catalogs and graduate catalogs are available at the SDSU bookstore or can be ordered at aztecbooks.com.

Credit/Grades: The credit you earn is non-matriculated resident credit; 24 units of Open University credit may be applied toward an SDSU undergraduate degree. For graduate students, no more than nine units of coursework taken through Open University prior to admission to an advanced degree or advanced certificate program are accepted for a program of study. Open University courses and grades appear on the SDSU transcript and affect your SDSU GPA.

Web Portal Accounts: All Extended Studies students taking credit courses who need access to SDSU online services (transcripts, library, bookstore, etc.) should create an SDSU web portal account by going to sdsu.edu/e-services. New students will be able to create new accounts on the first day of the SDSU term. For assistance contact the CES Registration office at (619) 594 5152 or ces.registrar@sdsu.edu.

Blackboard: Open University students must register, complete payment, and create a web portal account prior to signing on to Blackboard.

High School Graduates, Working Adults, and Students from Other Universities:

- Fall 2017 Open University Registration Deadlines Classes Begin on August 28

Regular Registration: September 21, 2017
Registration vs. Waitlist Only: September 28, 2017
Deadline to Drop: October 26, 2017 (with full refund — $21)
Deadline to Drop: November 10, 2017 (NO refund) W on transcript, instructor signature required (with full refund — $21)

Note: Undergraduate students who have been disqualified from SDSU student registration will be drops after three business days. **Registration or a transfer of a deadline extension to Blackboard is required for students taking 20 credit units or more.**
Circumbinary Planets, Constitutional History, Racehorse Breeding, Ethics, and Dylan.

These are just some of fascinating topics being offered this fall at the Osher Lifelong Learning Institute at SDSU — which features university-quality courses for students age 50 and better. There are no tests, grades, or exams — just the thrill of learning with like-minded peers.

Click Here for Current Schedule

To learn more, visit neverstoplearning.net/olli, email osher@mail.sdsu.edu, or call (619) 594-2863.
Professional Certificate in Lean Enterprise

The Lean philosophy is a strategy for achieving significant improvement in performance through the elimination of waste in the total business process. The SDSU Professional Certificate in Lean Enterprise program introduces you to the Lean philosophy by incorporating learning tools that include simulations, exercises, lectures, assignments, and a final project.

Throughout the program, you work in project teams applying the Lean concepts to your workplace. A unique added value of SDSU’s Lean Enterprise program includes site tours of San Diego companies to see how they are applying Lean principles. Upon successful completion of the program, you receive a certificate of completion.

Workplace Benefits
- Improve quality while decreasing costs
- Reduce inventory and remove waste
- Develop a closer relationship with your customers
- Execute projects that show quick ROI
- Learn strategic business need with tactical “how to”

Who Should Attend
- All organizational levels planning and implementing Lean initiatives
- Professionals from medical device, health care, finance, fabricated metal, machining, plastics, pharmaceutical, food and beverage, electronics, construction, and computer industries
- Government and military contractors
- Personnel from operations, finance, human resources, production, inventory control, new product development, manufacturing, quality engineering, and supplier management

For more information or to bring all or part of this program to your organization, call (619) 594-1153, or email lean.ces@sdsu.edu.

SDSU Research Foundation Program
Fall 2017 program accepting applications through May 31.
San Diego State University’s Master of Public Administration Program (MPA) is ranked the #1 program in the CSU and #5 in California by US News & World Report (2012).

The School of Public Affairs’ MPA degree is offered in a compressed four-semester format through SDSU’s College of Extended Studies.

Open University Certificate in Industrial/Organizational (I/O) Psychology

The College of Extended Studies and the SDSU Department of Psychology now offer a Certificate in Industrial/Organizational (I/O) Psychology. Industrial/organizational (I/O) psychology is the scientific study of the workplace. Using psychological theory and methodology, I/O psychologists contribute to evidence based practice designed to improve understanding and management of human resources and organizational behavior.

Visit psychology.sdsu.edu/community/certificate-in-io-psychology. Please send questions and requests for the application form for the I/O Psychology Certificate to Professor Conte at jeff.conte@mail.sdsu.edu. For general information, contact the CES coordinator at (619) 594-2517.

Psychology

For more information on Open University classes, visit us online at neverstoplearning.net/opencertificate

Public Administration

This competitive 16-month online degree program is offered to experienced professionals who currently work in government and nonprofit agencies. The rigorous format has been designed for working professionals who are currently employed in managerial positions in public administration, nonprofit administration, urban planning, criminal justice or related fields. Past experience in these fields will be considered for applicants who are not currently working in the public or nonprofit sector. The 36-unit curriculum is the same as the campus-based program; however, the fast-track, online program is taught in six, two-month modules with two on-campus experiences — one at the beginning and one at the end of the program.

The Curriculum

The MPA provides the knowledge and skill sets for students in management careers in government, community agencies, private not-for-profit organizations, planning and consulting firms, and private sector companies that work in partnership with the public sector. The courses, as well as the faculty who teach the online courses, are the same as the campus-based program. Students must take seven required courses that include: public administration theory, research methods, administrative theory, public personnel administration, public finance management, and public policy. Students take four electives that are tailored to the interests of each cohort. Examples of electives that may be offered include urban government administration, employer/employee relations, nonprofit relations and government, administrative behavior and comparative public administration. Students finish the program by completing a capstone course addressing a challenge at their place of employment.

Eligibility

Applicants holding a bachelor’s degree in any major from a regionally accredited university are eligible to apply for admission to the online MPA program. The applicant’s competitiveness will be largely based upon professional and past academic accomplishments in the field of public administration.

For application, tuition, and deadline information, please email rsobie@mail.sdsu.edu or visit us at neverstoplearning.net/mpa.

Online Master of Public Administration

For more information on Open University classes, visit us online at neverstoplearning.net/opencertificate
Master of Public Health Online
Fall 2017: SDSU Offers New Online Master of Public Health Program

San Diego State University’s fully online Master of Public Health (MPH) degree in Health Promotion and Behavioral Science is offered through the SDSU Graduate School of Public Health, and administered by the College of Extended Studies.

Upon graduation from this rigorous 20-month health science/public health degree, students will be able to develop, implement, evaluate, and critique public health programs. Developed exclusively for early- to mid-career professionals, this fully online program allows students to study on their own time while continuing to pursue their careers.

This program is accredited by the Council on Education for Public Health (CEPH).

Students will learn to:
- Use multiple sources of data to assess the health needs of a population
- Identify personal, social, political, and environmental determinants of health-related behaviors, morbidity, mortality, and health disparities
- Identify the most efficient and effective intervention strategies for improving population health
- Evaluate health promotion programs
- Develop scientific papers and presentations

Program Details
- 20-month program, fully online
- 51 units total
- Two 3-unit courses per eight-week session
- One-week break between sessions
- Accredited by CEPH

Admissions Criteria
- Bachelor’s degree in any major from an accredited university
- Undergraduate GPA of at least 2.85 overall
- Must have taken the GRE exam within the past five years
- A minimum of three years of full-time work experience, preferably in a public health career or organization
- Current full-time employment, preferably in a public health-related position

Course Descriptions and Registration

PH 0602 Biostatistics
Statistical reasoning applied to public health; probability, hypothesis testing, regression and correlation, analysis of variance, measurement theory and modeling.
Prerequisite: Consent of instructor

PH 0661 Theoretical Foundations of Health Promotion
Psychological, sociological, economic, and political theories relevant to the mission and processes of health promotion.
Prerequisite: Public Health 290

PH 0662 Motivating Health Behavior
Application of behavioral change techniques and health education methodology to health promotion targeting individuals and whole communities.
Prerequisite: Public Health 303

PH 0666 Health Promotion Program Planning and Assessment
Program planning and assessment, theories, systems and procedures relevant to health promotion and education.
Prerequisite: Public Health 661, 662

For questions, please contact Brenda Fass-Holmes at (619) 594-4492 or bholmes@mail.sdsu.edu.

Regulatory Science

Regulatory science programs provide online education and training to enhance the professional excellence and career opportunities of scientists in the pharmaceutical, biotechnology, and medical device industries. Topics related to the discovery, development, testing, manufacture, commercialization, and post-marketing surveillance of pharmaceutical, biologic, and medical device products are at the core of these programs. Courses are designed to meet the continuing educational needs of those with undergraduate or advanced degrees in the sciences who are already employed or preparing for employment in these industries, although those who have academic preparation in the arts and would like to change career paths have also been very successful.

Programs include the following:
- A fully online advanced certificate* consisting of a core subset of four courses from the degree program. All courses are transferrable to the M.S. Degree.
- A joint Advanced Certificate in Intellectual Property and Regulatory Affairs offered in partnership with USD School of Law. This six-course certificate provides an interdisciplinary approach to develop the knowledge base of life science professionals working to translate scientific discovery into commercial products. Students build professional skills that employers are seeking in science, law and business. Courses at USD School of Law are on campus. SDSU regulatory affairs courses are fully online.

For admissions information and degree requirements, see the program website at regsci.sdsu.edu or reference the regulatory science listing in the SDSU Graduate Bulletin at arweb.sdsu.edu/es/catalog/bulletin/gradcurriculum.html.

To reach the program directly, email regsci@mail.sdsu.edu or call (619) 594-6030.
To register for courses, visit neverstoplearning.net/regsci.

*Approved provider for military spouse and veteran’s benefits for this program.
Earn Speech-Language and Hearing Sciences Academic Credit in California’s Top Program

U.S. News & World Report ranked San Diego State University’s Speech, Language, and Hearing Sciences (SLHS) graduate program No. 1 in California and No. 24 in the nation.

To meet the demand for this renowned program, SDSU is now offering the online Speech-Language Pathology Essentials program.

**Fully Online Speech-Language Pathology Essentials Program Details**
- Eight-week online courses
- Led by lecturers from SDSU’s SLHS department
- Geared toward working professionals
- Take only the courses you need, based on interest or graduate program prerequisites
- Non-cohort

**Additional Online Courses Coming Soon**

**Summer 2017 Courses**
- SLHS 305 Hearing Science (3 units)
- SLHS 512 Phonological Acquisition and Disorders (3 units)

**Fall 2017 Courses**
- SLHS 300 Introduction to Language Science (3 units)
- SLHS 321 Anatomy and Physiology of Speech (4 units)
- SLHS 340 Principles of Audiology (3 units)
- SLHS 513 Foundations of Speech-Language: Development (4 units)

**Spring 2018 Courses**
- SLHS 305 Hearing Science (3 units)
- SLHS 320 Phonetics (3 units)
- SLHS 512 Phonological Acquisition and Disorders (3 units)
- SLHS 511 Foundations of Speech-Language: Development (4 units)

The courses are offered through SDSU’s College of Health and Human Services, in conjunction with SDSU’s College of Extended Studies.

The SLP Essentials program is open to individuals not currently enrolled in an SDSU degree program.

For more information, visit neverstoplearning.net/SLP; email slp-online@mail.sdsu.edu, or call (619) 594-0242.

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**Teach English All Over the World**

**ALI TESL/TEFL Certificate** (Teaching English as a Second or Foreign Language)

If you are interested in traveling and earning a living at the same time, San Diego State University’s College of Extended Studies has short-term day and night programs that train students to teach English.

**Job Placement Assistance is Included**

Graduates of this program have taught English in foreign countries are in high demand in today’s interconnected world. SDSU has a leading program that helps in the job search for qualified applicants. This program takes 130 hours to complete.

Graduates will be equipped to teach English anywhere in the world.

**American Language Institute Blog**

**American Language Institute Twitter**

**American Language Institute Facebook**

**ALI Instructor Profile — Aaron Jones — Hearing Science**

**ALI Instructor Profile — Renee Merrill**

**ALI Instructor Profile — Jason Greeno**

**Contact: Jason Greeno, ALI teacher training program director at (619) 594-8740 or jgreeno@mail.sdsu.edu.**

SDSU Research Foundation Program
Success Begins with Preparation — Test Preparation

“Give me six hours to chop down a tree and I will spend the first four sharpening the axe,” said Abraham Lincoln — clearly a proponent of preparation. To apply his strategy to academia, a...

Open University Certificate in Teaching English as a Second or Foreign Language (TESL/TEFL)

The Department of Linguistics and Asian/Middle Eastern Languages offers a basic Certificate in Teaching English as a Second or Foreign Language (TESL/TEFL). The basic certificate requires 15 units including: Linguistics 420 or 501; 452, 454, or 552; 430, 530, or 551; 555 or 556; and 550. Under certain circumstances comparable courses taken at other institutions may count toward the certificate. Such courses must be evaluated and approved by the certificate advisor. In addition, there is a 15-hour tutoring practicum requirement.

Visit linguistics.sdsu.edu/certificates, contact the faculty advisor for the program, Rebecca Egipo at regipo@mail.sdsu.edu, or Yasmine Panahi at ypanahi@mail.sdsu.edu, or call (619) 594-1915. For general information, contact the CES coordinator at (619) 594-2517. For more information, you may also email kmcetchin-w@sdsu.edu or call (619) 594-3946. Approved provider for military spouse and veterans’ benefits for this program.

SDSU’s test prep courses help students improve their test-taking potential to maximize test results.

Students will acquire important strategies, expectations, and content information about the following exams: CBEST, GMAT, GRE, and LSAT. Books and materials are included in the registration fee. Registration is available online, in person or via phone at (619) 594-5152.

“I wish I had started with the courses at SDSU as the first step. They narrowed down necessary information, providing encouragement and guidance to stay focused while preparing for the exam, making it less overwhelming.” — Shanna Harger

“The GMAT test-prep was a great foundation to start studying for the exam more efficiently. … The teacher did an excellent and impressive job compacting so much information AND examples into his session.” — Hannah Fechter

GRE® General Test Graduate Record Exam

Section-Level Adaptive Computer-Based Test

Review concepts and skills in the three subject areas of the GRE® Revised General Test: quantitative reasoning (arithmetic, algebra, geometry, data analysis, data interpretation, and word problems); verbal reasoning (reading comprehension, text completion, and sentence equivalence); and analytical writing essay tasks (analyze an issue and analyze an argument). The textbook includes four full-length practice tests for enhanced home study.

Textbook: CliffsNotes GRE® General Test Prep.

Test Prep Retake Policy

We have a free repeat policy for the CBEST, GMAT, GRE, and LSAT test prep classes. Save your proof of initial registration and payment to take advantage of this policy. Re-registration is required before the class begins in order to make sure that there is still space in the class that you wish to repeat.

Location of Classes

SDSU Extended Studies/Gateway Centers, Hardy Avenue entrance, unless otherwise noted.

Test Prep continued
Test Prep

“The instructors were great. They cut right to the chase. The Bobrow book is phenomenal because it has really good practice tests and explanations of how to prepare properly. It was a great class.”
— Matthew Saeman

“Excellent and incredibly helpful. The strategies and diagrams will help save me time and allow me to organize my thoughts as well.”

GMAT — Graduate Management Admission Test

Computer-Adaptive Test
Identify your strengths and target your weaknesses as you learn about the GMAT content, question types, test-taking strategies, scoring and computer-adaptive testing. Subject areas covered are: math ability (problem solving and data sufficiency), reading comprehension, sentence correction, critical reasoning, integrated reasoning, and analytical essay writing assessment. The textbook includes four practice tests, important in-class practice by topic, and online integrated reasoning practice. Textbook: CliffsNotes GMAT® Test Prep.

LSAT — Law School Admission Test
Learn how to analyze each exam area and apply your knowledge to strategize and respond to LSAT practice questions, taken from both simulated and actual LSAT exam questions. Identify your strengths and target your weaknesses as you learn about each question type: analytical reasoning, logical reasoning, reading comprehension (including comparative reading), and the essay writing sample. The textbook provided in the workshop contains official practice tests. Textbook: 10 Actual LSAT Prep Tests by the Law School Admission Council and the “LSAT Supplemental Packet” by BTPS Testing.

CBEST — California Basic Educational Skills Test
Written or Computer-Based Test
Pass this important California state teacher’s exam, with expert in-class instruction, successful test-taking strategies, computer-assisted information, and practice testing by topic area: mathematics, reading comprehension and essay writing. Class instruction includes a review of problem solving skills and math concepts, as well as approaches to help you improve your reading comprehension and essay writing skills. Textbook: CliffsNotes CBEST® Test Prep.

Test Prep Retake Policy
We have a free repeat policy for the CBEST, GMAT, and GRE test prep classes. Save your proof of initial registration and payment to take advantage of this policy.

Click Here for Current Schedule
Registration is available online at neverstoplearning.net/testprep, in person, or via phone at (619) 594-5152.
SDSU Research Foundation Programs

Test Prep

“The quality of the instructors is what really made the class for me. They knew so much about the test and urged us to learn more about it in order to be successful.”
— Melanie Fernandes

“Awesome, helpful insights! Took the class twice – now I am ready to tackle the GRE.”

“Great course! Instructors were professional and enthusiastic. Now I know what I don’t know.”

“I think this course should be mandatory before taking the GRE.”

SDSU Research Foundation Programs

Test Prep

Registration is available online at neverstoplearning.net/testprep, in person, or via phone at (619) 594-5152.
SDSU Research Foundation Programs

Registration is available online at neverstoplearning.net/testprep, via email at testprep.ces@sdsu.edu, in person, or via phone at (619) 594-5152.
For more information, you may also email kmcetchin-w@sdsu.edu or call (619) 594-3946.
SDSU Research Foundation Programs
Translation and Interpretation

Bilingual individuals in the 21st century have unprecedented opportunities for advancement in fast-growing professions (health and legal) with high demand for interpretation and translation. The Department of Spanish and Portuguese Languages and Literature offers a Certificate in Translation and Interpretation. A $35 application processing fee is required. The courses in this certificate consist of regular SDSU courses.

Visit spanish.sdsu.edu/certificate or email cdegueld@mail.sdsu.edu. For more information, you may also email kmcetchin-w@sdsu.edu or call (619) 594-3946.

For general information, contact the CES coordinator at (619) 594-2517.

Writing

Open University Certificate in Women’s Studies

The Certificate in Women’s Studies is designed to provide training for individuals in any field who desire to increase their understanding of women in the humanities, health, and social sciences, as well as become proficient in understanding basic theories unique to the discipline. Women’s Studies offers two emphasis areas: a women’s studies overview and a health emphasis.

For more information, visit womensstudies.sdsu.edu/general_certificate.htm or contact the faculty advisor for the certificate program, Doreen Mattingly at mattingl@mail.sdsu.edu, or (619) 594-6033, or Teddi Brock at (619) 594-2952, or via email tbrock@mail.sdsu.edu.

For more information, you may also email kmcetchin-w@sdsu.edu or call (619) 594-3946.

For more information on Open University classes, visit us online at neverstoplearning.net/opencertificate

Open University Certificate in Professional Writing

Excellent written and oral communication skills are critical to professional success in business, industry, and government. In an increasingly information-driven economy, good communication skills are in demand. This program teaches you these skills and prepares you for a career in professional, technical, and scientific writing. Participants enroll in regular SDSU professional writing courses on a space-available basis through the Open University program.

For more information, please visit rhetoric.sdsu.edu/certificates/professional-writing/index.htm or contact the program director, Linn Bekins at (619) 594-2211, or email lbekins@mail.sdsu.edu.

For more information, contact Professor Steve Merriam at (619) 594-6331, or email smerriam@mail.sdsu.edu. For more information, you may also email kmcetchin-w@sdsu.edu or call (619) 594-3946.
Annual SDSU Writers’ Conference

Watch the website or social media for updates.

Immerse yourself in three days of networking with agents, editors, authors and your fellow writers, at a conference with a long history of launching literary careers. If you’re a writer with a dream, get one step closer to being a writer with an agent. This conference is designed to help writers of every genre, at every level, advance their skills and strategy for getting published.

Register: neverstoplearning.net/writers | Call: (619) 594-2099
Email: sdsuwritersconference@mail.sdsu.edu | Facebook.com/sdsuwritersconference
https://twitter.com/SDSUWritersConf | https://instagram.com/SDSUWritersConf
SDSU Research Foundation Program
Registration Information

Registration Office
SDSU Gateway Center Building, Hardy Avenue entrance, 5250 Campanile Dr., San Diego, CA 92182
Phone: (619) 594-5152
Casher’s: (619) 594-2606
Fax: (619) 594-0147

After Hours Drop Box: Gateway Center, Hardy Avenue entrance.

Easy, secure registration is available via the internet:
neverstoplearning.net
Registration is open 24 hours a day, seven days a week.

CES has the right to cancel a program that does not meet the minimum enrollment requirement. Information detailed on this web site is subject to change.

Office Hours
Registration Office
8 am – 6 pm, Monday–Friday
Casher’s Office
8 am – 6 pm, Monday–Friday
After Hours Drop Box
Gateway Center, Hardy Avenue entrance.

Please call (619) 594-5152 to find out about Registration and cashier’s office holiday closures.

Location of Courses
All courses are located in the SDSU Extended Studies/ Gateway Centers, corner of Campanile Drive and Hardy Avenue, unless otherwise specified. Specific room locations are posted on class days at building entrances.

Map and Directions
The College of Extended Studies is located in the Extended Studies/Gateway Center on the SDSU Campus.

Admission
Though no formal admission procedures are required for most individual courses, students seeking to complete degree or certificate programs must meet admission requirements specific to their desired degree or certificate program.

Registration
You may register for College of Extended Studies courses in person, via the internet, by mail, and by telephone.
Registrations which cannot be processed due to: full classes, missing signatures or information, illegible registration forms, non-payment, or non-eligibility will be returned to you with a letter of explanation. You will not be registered in any classes until you re-submit your registration forms. A $25 late fee and/or deadline penalties will apply if you do not register meet registration deadlines.

Full fee payment or credit card information must accompany the registration form. We accept cash, checks, MasterCard, American Express, Discover, and Visa. Make checks payable to SDSU. Any prerequisite listed in the course description must be completed prior to the beginning of the course. Advance registration is strongly recommended because it will assure you a place in class and is required for some classes.

Registration Deadlines
Registration deadlines are posted with each program/course on our website. After registration deadline, updates may be made to register late with instructor and/or department approval and a $25 late payment fee. Students should fill out a CES Registration form, obtain the approval signature on the form, mail the form, or obtain an email notification to the form and submit the registration in person or by mail. Late registrations may not be done online or by phone. For questions or assistance with late registrations, contact the CES Registration office at (619) 594 5152. Late registrations after the last day of class require a “Petition for Special Consideration.”

Open University Courses: See Open University Registration Deadlines, page 45.

Osher Lifelong Learning Institute Courses: See specific deadlines in the Osher Lifelong Learning Institute catalog and webpage.

Use of Social Security Number/Tax Credit Information
Applicants are required to show their Social Security Number in designated places on applications pursuant to the authority of Title 5, California Code of Regulations, Section 41201.

The Social Security Number is used as a means of identifying records pertaining to the student as well as identifying the student for purposes of financial aid eligibility and disbursement, and the repayment of financial aid and other debts payable to the University. It is also necessary in order to receive Lifetime Learning or Hope Scholarship tax credit.

Payments made to the SDSU Foundation do not qualify for the Lifetime Learning or Hope Scholarship tax credit. For more information go to http://bfa.sdsu.edu/ftcmo/sfs/taxrelief.html.

SDSU RedID
San Diego State University uses a student identification number called SDSU RedID as your primary source of identification for all transactions at SDSU. For information on how to obtain an SDSU ID card with your RedID, go to SDSUcard.sdsu.edu. Financial, regulatory, and reporting transactions will still use Social Security Numbers and you must provide your Social Security Number on your registration if you wish to receive documentation from SDSU for tax credit purposes. However, your primary source of identification is your SDSU RedID.

To look up your RedID, go to neverstoplearning.net and register online.

Library and SDSU RedID Cards
Students wishing to purchase an SDSU RedID card with photo, must pay $18 to the Extended Studies Cashier after registering and present the receipt to the Photo ID office in the SDSU card office. Extended Studies ID cards are valid only for the duration of the class taken.

Online Web Portal Accounts
All Extended Studies students taking credit courses who need to access SDSU online services (transcripts, library, blackboard, etc.) should create an SDSU web portal account by going to sdsu.edu/webportal. Students may create accounts 48–72 hours after registration payment in CES courses. Students may create new accounts beginning on the first day of the SDSU term.

Smoking Guidelines
SDSU is a smoke-free campus. For more information see smokefree.sdsu.edu.

Drops/Refunds/Withdrawals
You may drop/withdraw from a course online at neverstoplearning.net by completing an official transaction form from the College of Extended Studies. Non-attendance or notifying the instructor does not constitute officially dropping or withdrawing from a course. Students who stop attending credit courses without officially dropping will receive a grade of WU or No Credit in the course. Refunds are not automatic. NO refunds are due unless the course is officially dropped within stated guidelines in the refund schedule. Students can expect to receive a refund within 45 days from the date the request is received. Refunds may be applied against other amounts due the University. No refund is made for amounts of less than $15.

Refund Schedule
a. Withdrawal in person or postmarked at least one working day before the first day of class — total fee minus $5 if class fee is $50 or more. If class fee is less than $50, the fee is less than 25% of the course time has elapsed, after which there is no refund. For courses of four or less class meetings, no refunds will be issued after the first class meeting. (All credit course refunds are subject to a $21 administrative charge plus ASB/student fees.) Once a student has been issued a password by the online provider, and logged into the course, no refunds will be issued.

b. Professional Development Online (PDOL) refund policy: refunds will not be issued after a course has started. If a course has not started, refunds will be issued to three months after the enrollment date (no refunds after the three month period), minus a $21 administrative fee.

c. Lean Six Sigma online refund policy: refunds will be issued within 30 days after enrollment date, minus a $21 administrative fee provided you have not logged into the class. Refunds will be issued after you have logged into the class with your username and password.

Refund on the trip portion of study abroad programs will be determined by the director of study abroad. Refunds for study abroad programs are as listed above.

The Osher Lifelong Learning Institute program has a separate refund policy, see Osher refund policy and schedule for specifics.

b. Some programs listed above may have special refund policies. Please consult the website for specifics.

c. Decision on withdrawals and refunds will be based on the date when written withdrawal notice is received by the College of Extended Studies. Drops/Withdrawals done by mail are effective as of the postmark date.

Open University Courses
See Open University Registration Information for refund information. Instructor’s signature is required to drop or withdraw from classes at anytime.

Late Program Changes
Add/drop/withdraw forms after deadline dates may be done by petition only. Obtain a “Petition for Special Consideration” from the Extended Studies registration office. Petitions will only be considered for serious and compelling reasons beyond the student’s control.

Documentation is necessary for consideration.

Parking Rules for Gateway/Extended Studies Center Users (CES Permits)
CES parking permits are required 24 hours a day, seven days a week in Parking Structure 6 (formerly 2) on Hardy Avenue. CSS Students who park in designated places in Parking Structure 6 (formerly 2) on Hardy Avenue if you are attending an eligible course sponsored by the College of Extended Studies (not Open University) you will receive your parking permit by email, as part of your class confirmation. This CES registration confirmation serves as your parking permit. Place the confirmation on your dashboard. Duplicate registration confirmation permits are also available from the CES registration office. If you request the copy of the confirmation to be distributed and email immediately to print your parking confirmation in color and display it on your dashboard. If you do not bring your confirmation, you will need to pay for SDSU visitor parking on the first day of the course.
No parking is permitted at any time in the following areas: special permit areas, handicapped zones, service areas, any area marked or painted red, any area not clearly designated as a parking space, or any area posted with a sign or designation restricting or defining specific use. Motorcycle lots must park in motorcycle stalls only. They will be cited if parked in a vehicle stall. Permits are required at all times.

Handicapped Parking: A disabled placard, disabled plate, or a temporary disabled placard required by the DMV are required to be displayed at all times — in addition to a current CES parking permit.

Visitor pay parking permits for $2 per hour are available to all SDSU/SDSU students if needed. Pay permit machines are located throughout campus; the closest to Gateway/Extended Studies Center are Lots 3, 6B, 7, 8, 10, and 12.

Open University: Open University and other semester-long program students must purchase an SDSU parking permit online at the Aztec Parking Portal for use in all SDSU student lots.

SDSU student decals are not valid in Parking Structure 6. Official SDSU parking regulations can be found at sdsu.edu/parking.

Legal parking is the responsibility of the individual.

Campus Parking (Open University) (SDSU Student Permits)

Parking permits are required for the use of student and faculty/staff spaces, 24 hours a day, 7 days a week. No parking is permitted at any time in the following areas: special permit areas, handicapped zones, service areas, any area marked or painted red, any area not clearly designated as a parking space, or any area posted with a sign or designation restricting or defining specific use. Due to construction, availability of lots may vary. Parking information and visitor permits are available through the Public Safety Department or Dispatcher in the DPS Building, (619) 594-1981.

Week-long or semester permits (decals) may be purchased online at the Aztec Parking Portal. A limited number of motorcycle permits are available. Motorcycle Lots 1, 2, 3, 4, 5, 6, 7, 9A, 12, 14, 16, and 17A. Motorcycles must park in motorcycle stalls only. They will be cited if parked in vehicle stalls. Permits are required at all times. If you have a vehicle and a motorcycle you may be eligible for a free motorcycle permit. Please contact the Parking Business Office for more information.

For information on current SDSU parking permit fees, go to sdsu.edu/parking. Proper/legal parking is the responsibility of the individual. The purchase of a permit does not guarantee a space, and lack of parking/transportation is not justification for refunds. Problems should be referred to the Parking Services Dept. at (619) 594-6671. Escorts are available from dusk to dawn to deliver information or assistance to all campus, vehicles, or residence halls by calling (619) 594-6659. Certain restrictions may apply. For emergencies, dial 911.

Financial Aid Options
There are several financial aid opportunities available to students who wish to complete programs at the College of Extended Studies and the Graduate Division. Eligibility is based on specific criteria. For more information, visit sdsu.edu/parking. Dusk to dawn to and from campus, vehicles, or residence areas, any area marked or painted red, any area not clearly designated as a parking space, or any area posted with a sign or designation restricting or defining specific use. Motorcycle lots must park in motorcycle stalls only. They will be cited if parked in a vehicle stall. Permits are required at all times.

Workforce Development Financial Aid
More than 40 programs at the College of Extended Studies are approved by the local San Diego Workforce Partnership for free tuition. The San Diego Workforce Partnership has specific eligibility requirements to receive this funding. To determine if you qualify, visit one of the six One-Stop Career Centers in San Diego.

Military Spouse Financial Aid
If you are the spouse of a military person, you are eligible for free financial aid through the Military Spouse Department of Defense financial aid program. A variety of educational opportunities are available to choose from in areas such as health care, hospitality, technology, construction, and human resources.

Local Lending Institutions
Various local banks, credit unions, and lending institutions now offer private loan programs specifically for continuing education. Check with your local financial institution to see what types of programs may be available.

Company Tuition Reimbursement
Many companies and organizations have tuition reimbursement programs for their employees. Check with your human resources department to see if you qualify. Some companies will also pay for the costs up-front.

SDSU Student Financial Aid
If you are a matriculated SDSU student in a degree program who needs to take an extended studies course, you may be able to qualify for SDSU financial aid. Check with the SDSU financial aid office at (619) 594-6323.

In-Person Registration
In-person registrations are processed immediately and students walk away with a complete confirmation and payment receipt. We will provide forms for those registering in person. Registrations turn in to the drop box during non-registration hours will be accepted and processed as mail.

Online Registration
You may register with your Visa, Discover Card, American Express, or MasterCard on our secure website: NeverStopLearning.net. All fees, dates, and other registration policies apply to online registrations. You may also drop or withdraw from a course online (see refund procedures).

You will receive a confirmation and receipt by email. If you have difficulty receiving information by the first day of class, attend class and then confirm your registration with Extended Studies. Failure to receive a confirmation is not a valid reason to not attend class. Some classes fill quickly. Early registration is advised.

Course Registration Confirmation and Parking Permits Via Email
Course registration Confirmation and CES Parking Permits are required before you call upon registration and payment. Duplicate registration confirmation/parking permits are also available from the CES registration office.

Mail Registration
To register by mail, complete the PDF registration form. Mail the completed form to the College of Extended Studies Registration, 7250 Campanile Drive, San Diego, CA 92112-1037, or call (619) 594-1919.

You will receive a confirmation and receipt by email. If you have not received confirmation by the first day of class, attend class and then confirm your registration with Extended Studies. Failure to receive confirmation is not a valid reason to not attend class. We are not responsible for lost, late, or misdirected mail.

Telephone Registration (not available for Open University)
Registration is available with your Visa, Discover Card, American Express, or MasterCard at (619) 594-5152. You will receive a confirmation and payment receipt by email. If you have not received confirmation by the first day of class, attend class and then confirm your registration with Extended Studies. Failure to receive a receipt is not a valid reason to not attend class.

Fees
All programs offered by the College of Extended Studies are approved by the local San Diego Workforce Partnership. Fees for classes and seminars vary with the course offering. Some classes, credit and noncredit, may carry additional costs for books, materials, etc. Fees are subject to change without notice.

Fees appear with each course description and are the same for California nonresident and noncredit students. If paid by check or charge, registration will not be considered complete until payment has been honored by your bank.

A $55 charge will be made for payment returned for any reason ($35 dishonored payment charge; $25 late fee).

You will receive a confirmation and receipt by email. If you have difficulty receiving information by the first day of class, attend class and then confirm your registration with Extended Studies. Failure to receive a confirmation is not a valid reason to not attend class. Some classes fill quickly, so early registration is advised.

Course Credit

Extension and Professional Development Credit
The maximum amount of extension credit which may be accepted toward an SDSU degree is 24 semester units. Extension credit is not counted in satisfaction of the minimum residence requirements. For graduate students, extension courses at San Diego State University may be accepted as fulfilling no more than 30% of the requirements for an advanced degree. For more information, contact the Graduate Bulletin in the Graduate Bulletin. For more information, contact the Division of Graduate Affairs at gra@mail.sdsu.edu, visit arweb.sdsu.edu/grad/ or call (619) 594-5213.

Certificates
There is no limit to the number of certificate courses you may take. However, courses numbered 01 through 79 are professional advancement courses offered to meet specific academic needs. Courses numbered 01 through 49 are designated as lower division and 50 through 79 are designated as upper division. It is the prerogative of the academic department/college to determine if 01 through 79 level courses are applicable to a major minor toward satisfactory electives. These courses are not acceptable toward advanced degree programs. All records of certificate credit are kept by the SDSU Office of the Registrar.

Special Sessions
Special session course credit is resident credit and may be applied toward SDSU degree requirements. For undergraduate degree requirements, some courses may be taken prior to admission to SDSU; for advanced degrees or advanced certificates, no more than 30% of the program of study by credit be taken prior to matriculation. For more information, contact the Division of Graduate Affairs at gra@mail.sdsu.edu, visit arweb.sdsu.edu/grad/ or call (619) 594-5213. There is no limit to the number of special session courses you may take. Consult your advisor about the applicability of a special session course credit in the student’s SDSU scholastic average. All records of special session credit are kept by the SDSU Office of the Registrar.

Noncredit
Noncredit courses do not carry academic credit and are used for personal enrichment only. They cannot be applied toward the completion of a certificate or a noncredit educational program. If you plan to ask your instructor for verification of participation, you must attend all sessions and complete all assignments.

Continuing Education Unit
The College of Extended Studies awards Continuing Education Units (CEUs) to persons enrolled in, and completing all assignments of noncredit educational programs. One continuing education unit is defined as ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

The primary purpose of the CEU is to provide a permanent record of the educational accomplishments of an individual who has completed a noncredit educational program. This record can be used to help employers and professional associations and societies a uniform measure of short-term educational programs completed by an individual.
Courses numbered 01 through 49 are designated as lower division and 50 through 79 and 397 as designated as upper division. It is the prerogative of the academic department/collaborative to determine if 01 through 79 level courses are applicable to a minor, a major, or a minor or specific electives. The 01 through 79 level courses are offered in conjunction with certificate programs only. Courses numbered at the 01 through 79 level are not acceptable for the 900 level. Courses numbered as 397 and 997 are not acceptable toward an undergraduate or graduate degree.

Extended Studies students who eventually plan to pursue an undergraduate degree at SDSU should consult the sponsoring academic department to ascertain the applicability of 01 through 79 level courses offered in any certificate program toward their proposed course of study.

Transcripts (for credit courses only)
All transcripts come from the SDSU Office of the Registrar. To obtain an official transcript, order online via the SDSU Web Portal at sdasu.edu/webportal. The fee for each transcript is $2.50 per course. Your transcript will be mailed in person at the SDSU Office of the Registrar for a cost of $20 each. If you have taken extension courses, indicate this on your transcript. Official transcripts are available free online. SDSU provides noncredit courses.

Enrollment Verifications (credit and noncredit courses)
To request an enrollment verification, complete the CES enrollment verification form and fax to the College of Extended Studies registration office at (619) 594-0147. Please allow 10 business days to process the request.

Returned Checks/Charges
If your check or charge is returned by the bank for any reason, the cashier’s office will send a letter requesting payment for the amount of the original dishonored item plus a $35dishonor payment charge. A $25 late fee will also be charged if applicable. If the charge to your account is paid in cash, the charge will be reprocessed at the time of the transaction. Nonpayment of fees may result in cancellation of registration and/or withholding of further services until all financial liabilities have been met. The state has the authority to withhold amounts owed to the University from any future state tax refund to which you may be entitled. Students who have had checks returned may also be prohibited from registering for classes in the future.

Parking Fee Refunds
For the SDSU parking fee refund schedule, see the SDSU catalog. Refunds can be obtained at either the University or the CES cashier’s office. Amount of refund is rounded down to the nearest dollar. No refund is made for amounts due the University or the CES cashier’s office. Amount of refund is rounded down to the nearest dollar. No refund is made for amounts due the University or the CES cashier’s office. Amount of refund is rounded down to the nearest dollar. No refund is made for amounts due the University or the CES cashier’s office. Amount of refund is rounded down to the nearest dollar. No refund is made for amounts due the University or the CES cashier’s office. Amount of refund is rounded down to the nearest dollar. No refund is made for amounts due the University or the CES cashier’s office. Amount of refund is rounded down to the nearest dollar. No refund is made for amounts due the University or the CES cashier’s office. 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