

GENERAL INFORMATION

Important

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, until one year has passed from the date of their disqualification. Graduate students will not be allowed for one semester following disqualification.

Credit

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, **NOT** more than 9 units of coursework taken in Open University prior to admission to an advanced degree or advanced certificate program are accepted for a program of study. Please consult with an advisor prior to enrolling.

Online Web Portal/ Blackboard Accounts

Extended Studies students taking credit courses who need to access SDSU online services (transcripts, library, Blackboard, etc.) must create an SDSU WebPortal account.

**Students will not be allowed to use Blackboard if they have not completed payment, registered and created a WebPortal account.*

To Obtain a Class Schedule

University General Catalogs and Graduate Catalogs are available at the bookstore. They may also be ordered via the web at:

www.aztecshops.com.

Current SDSU – IV Campus class schedules may be viewed on the web at:

www.ivcampus.sdsu.edu.



Contact Information

Cashiers Office
Administration - 104F
(760) 768-5514
www.ces.sdsu.edu
www.ivcampus.sdsu.edu/cashiers

SAN DIEGO STATE UNIVERSITY



OPEN UNIVERSITY REGISTRATION INFORMATION

“OPEN MINDS, OPEN DOORS, OPEN UNIVERSITY”

4 Easy Steps to Register

1. Check the university's class schedule for the courses you want and check the website to see which courses are available.
2. Obtain an Open University **Enrollment Form & Information Sheet** listing deadlines and important registration information. Forms are available at the Cashiers Office or the College of Extended Studies website **1 week prior** to the start of the semester. Each form can accommodate up to 4 classes.
3. Attend the first meeting of every class to obtain the instructor's signature. **Forms will not be accepted by the College of Extended Studies before the Open University registration dates for each semester.**

**If your course is in the colleges of Business, Education, Engineering, or Health and Human Services, you must also get the department chairperson's approval signature on your form.*

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

4. **Bring, or mail, signed and completed forms with payment to the Cashiers Office by the registration deadline.** Open University courses cost **\$197 per unit**.

We accept cash, checks, money orders, MasterCard, American Express, Discover Card, and Visa. Mailed forms are considered received as of the postmark date. Faxed forms are **NOT** accepted.

IMPORTANT

- ◆ Online registration is not available for Open University.
- ◆ The registration process is easy and university admission is not required.
- ◆ Classes are offered on a space-available basis only.
- ◆ We cannot guarantee a space or that you will be accepted into any class.
- ◆ Instructors are **NOT** required to accept Open University students even if space is available.

