

# OPEN UNIVERSITY Information for SUMMER 2014

Classes begin May 21, 2014

Fee is \$247 per unit for undergraduate courses, \$267 for graduate courses (600 level and above)

Online Registration Now Available!  
For a complete list of courses and information:  
[www.neverstoplearning.net/openu](http://www.neverstoplearning.net/openu)

SDSU add code OR instructor signature is required to register for each course  
(add codes are required to register online)

## Summer 2014 Open University Registration Deadlines

Sessions	Regular Registration	Late Registration (with \$25 Late Fee)	Deadline to Drop (with 65% refund) Instructor signature required	Withdrawal Deadline (NO refund) – W on transcript Instructor signature required Change of grading option
Session S1 5/21-7/2	5/21-5/30	5/31-6/6	5/30	6/6
Session T1 5/21-8/14	5/21-6/3	6/4-6/13	6/3	6/13
Session S2 7/7-8/14	7/7-7/15	7/16-7/23	7/15	7/23

Late registration (with \$25 late fee) or Drop/Withdrawal is not available online. To drop or withdraw from a course, complete a transaction form, obtain the instructor's signature and return the form to Extended Studies.

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

\*\*Registration or withdrawal after deadline dates is by petition only for serious and compelling reasons.

**NOTE:** Undergraduate students who have been disqualified from SDSU are not allowed to attend Open University or classes through the College of Extended Studies special sessions until one year from the date of their disqualification. Graduate students must wait one semester after disqualification.

**Please be aware:** Only twenty-four units of Open University credit may be applied toward an SDSU undergraduate degree. For graduate students, not more than nine units of coursework taken in Open University prior to admission to an advanced degree or advanced certificate are acceptable on a program of study. The following classes are not available to Open University students: BA 650, 651, 652, 653, 655, 662, 665.

The College of Extended Studies registration and cashiers offices are located on the 1<sup>st</sup> floor of the Gateway Center Bldg, 5250 Campanile Drive, corner of Hardy Avenue at Campanile Drive. Registrations may be mailed in or brought to the CES Registration office. No fax or phone registrations.

*Hours of operation –*

Registration Office: Phone: (619) 594-5152      Cashiers Office: Phone: (619) 594-2606  
Monday-Friday 8 am-5 pm  
Extended hours Mon-Thurs 8 am-6pm during the first two weeks of each semester

*(A drop box is available on the patio at the Hardy Ave entrance for after-hours transactions)*

Registrations received after Cashiers office hours are considered mail-in registrations. Forms mailed will be effective as of the postmark date. A drop box is available on the patio at the Hardy Ave entrance for after-hours transactions.

Parking permits for the semester are \$66-\$90 for cars and \$18-\$23 for motorcycles. Permits may be purchased in person during Cashiers office hours. ID cards cost \$5 and may be purchased by mail or in person during Cashiers office hours.

**Online Web Portal/Blackboard Accounts:** All Open University students who need access to Blackboard should create an SDSU web portal account at [www.sdsu.edu/e-services](http://www.sdsu.edu/e-services) prior to signing into Blackboard to access your class. Students must register and pay fees prior to creating a web portal account.

## Register online for Open University using the instructions below:

1. New students: Create an SDSU Red ID (student identification number) and your CES online account on our new secure website at: [www.neverstoplearning.net](http://www.neverstoplearning.net) . Choose "Gateway Login" and then "Create a New Account".
2. Current CES students: Login to your My CES Gateway account at: [www.neverstoplearning.net](http://www.neverstoplearning.net)
3. On the My CES Gateway page, choose #3 "Open University Registration".
4. Enter the schedule number and add code for the SDSU course you want to enroll in and "submit".
5. Click "Continue" to proceed to the Registration Wizard and complete your payment.
6. An email confirmation will be sent once registration and payment are complete.

## Open University Frequently Asked Questions:

Q. How can I obtain permission to take SDSU classes through Open University?

a. Attend the first day of class, request permission from the instructor and obtain an SDSU add code OR the instructor's signature on your Open University registration form. 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.

Q. What if my SDSU course is online?

a. You may email the instructor to request permission to take the course and obtain an SDSU add code to register. Use your add code to register online, by mail, or in person.

Q. How can I register and pay for Open University courses?

a. Register online using our new secure website at: [www.neverstoplearning.net](http://www.neverstoplearning.net) , in person at the College of Extended Studies registration office at Gateway Center, or by mail and send your form and payment to the College of Extended Studies Registration office, 5250 Campanile Drive, San Diego CA 92182-1919.

Q. How do I get a parking permit or SDSU ID card for Open University courses?

a. Open University students must purchase an SDSU semester parking permit or SDSU ID card at the College of Extended Studies Cashier office at Gateway Center. (Permits and ID cards are not available for purchase online).

Q. How do I drop or withdraw from an Open University courses?

a. Fill out an Extended Studies transaction form, obtain the instructor's signature and return the form to Extended Studies by the drop or withdrawal deadlines. Transaction forms can be obtained online at [www.neverstoplearning.net](http://www.neverstoplearning.net), choose "Forms and Publications". (Drop or withdrawal not available online).

Q. What is the refund policy for Open University courses?

a. The refund policy and deadline dates for Open University registration can be found online at [www.neverstoplearning.net/openu](http://www.neverstoplearning.net/openu), choose "Open University Deadlines".

Q. How can I register/drop/withdraw from Open University courses after the deadline dates?

a. Open University students may request late registration/drop/withdrawal after deadline dates by completing a "Petition for Special Consideration Form" and a registration or transaction form. "Petition for Special Consideration" forms with detailed instructions can be found online at [www.neverstoplearning.net](http://www.neverstoplearning.net), choose "Forms and Publications".

Q. How can I get help with Open University registration?

a. Call the Extended Studies Registration Office at (619) 594-5152 or email [ces.registrar@sdsu.edu](mailto:ces.registrar@sdsu.edu).

