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You have been fully informed of your consent, waiver of liability, and release before participating in this SF State Event.
Agenda

Introduction

Open University

- Who should take Open University?
- How many classes can students take through Open University
- Transcripts
- Course Fee

How to enroll in classes

- Steps to register between January 11 and January 23
- Steps to register from January 24 through February 11
- Refunds & Removal of Charges
- Financial Aid

Q & A
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What is Open University?

Open University allows you to take space-available SF State undergraduate and graduate classes without formal admission to the University.
Who should take Open University?

- **Community college students** who want to graduate sooner by taking upper-division coursework before transferring to a university because courses are held typically evenings or weekends.

- **College students** who need to improve their GPA before re-enrolling at SF State or another university.

- **High school students** who are ready to take college-level classes and have completed their junior year.

- **Professionals** who want to change their work by gaining new skills or knowledge.

- **Anyone** who wants to learn something new about a favorite subject.
Is there a *maximum* number of units for which students can enroll?

Students can enroll in as many classes they can; there is no limits.

The units earned through Open University enrollment are transferable.

Students who are planning to apply to a degree program at SF State can apply up to 24 undergraduate units toward a bachelor’s degree or 6 graduate units toward a master’s degree.
Transcripts

Students may view and print their unofficial transcripts online at no charge by accessing their Student Center on the SF State Gateway.

Students can also request official transcripts from SF State Registrar's Office.
Course Fee

- The Open University enrollment is $395 per unit.

- Course fee calculation example for 3 Units course:
  
  3 Units X $395 = $1,185.00
How to enroll in classes

Steps to register between January 11 and January 23:

- Review and select courses
- Check course academic prerequisites in the SF State Bulletin
- Call (415) 405-7700 (option 5) for staff assisted registration or complete the Online Registration Form.
- Once you are enrolled in a class, payment is due in full.
- You can pay fees immediately after enrolling online through your student record.
- Enrollment in the Lam Family College of Business classes during this period without permission number obtained from the instructor is not allowed.

https://cel.sfsu.edu/openuniversity/register#online
How to enroll in classes

Steps to register from January 24 through February 11:

January 25 through February 11 class permit number are required for enrollment

How to obtain class permit number

Email the class instructor requesting a permission number be emailed to you after the first class meeting.
The class schedule identifies the instructor’s name. Use that name to search the SF State website.
If you are unable to find the email address, please contact the department directly and request assistance.

https://cel.sfsu.edu/openuniversity/register#online
# Refunds & Removal of Charges

## Refunds Table for Open University Paid Tuition Fees

<table>
<thead>
<tr>
<th>No Outstanding Fees</th>
<th>25% Outstanding Fees Charge</th>
<th>100% Outstanding Fees Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class dropped on or before February 11</td>
<td>Withdrawal Period: <strong>February 12 - February 18</strong></td>
<td>Withdrawal Period: <strong>February 19 and beyond</strong></td>
</tr>
<tr>
<td>No Drops</td>
<td>No Drops</td>
<td>No Drops</td>
</tr>
</tbody>
</table>

- Payment processing service charges are not refundable.
- A refund check is mailed to the address listed on the student’s account.

https://cel.sfsu.edu/openuniversity/register#refunds
Federal Financial Aid cannot be applied to Open University enrollment.

Financial assistance options available, such as Employee Reimbursement/Assistance and alternative loans.
Thank you!

Questions