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OPEN UNIVERSITY

SAN FRANCISCO STATE UNIVERSITY
COLLEGE OF EXTENDED LEARNING



SAN FRANCISCO
STATE UNIVERSITY

Agenda



Introduction

Open University

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

How to enroll in classes

- Steps to register between August 10 and August 23
- Steps to register from August 24 through September 14
- Financial Aid

Q & A



INTRODUCTIONS

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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.



COURSE RESTRICTIONS AND PREREQUISITES

Prerequisites

- Before enrolling in classes read the course description and requisites
- If you met the prerequisites, it is in your best interest to contact the faculty to get consent/class permission number to enroll in classes
- If you have not met the prerequisites and later you are dropped or must withdraw from a course, you will be subject to College of Extended Learning refund deadlines and policies.

Course Restrictions

- Early registration and registration for some classes may be restricted.



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:
 $3 \text{ Units} \times \$395 = \$1,185.00$



HOW TO ENROLL IN CLASSES

Registration Policies - Fall 2021 - <https://cel.sfsu.edu/openuniversity/register>

Steps to register between August 9 and August 22:

- **Review** and **select** courses. The SF State **class schedule** is available on the web.
- **Check** course academic prerequisites in the SF State Bulletin. If you enroll without the required background, you may be disenrolled at the instructor's or department chair's request. If you are disenrolled, you will be subject to College of Extended Learning refund deadlines and policies.
- **Call** (415) 405-7700 (option 5) for staff assisted registration or complete the Online Registration Form. **Due to COVID-19, in-person registration is not available at this time.**

HOW TO ENROLL IN CLASSES



Registration Policies - Fall 2021 - <https://cel.sfsu.edu/openuniversity/register>

Steps to register from August 23 through September 13:

- **Review** and **select** courses. The SF State [class schedule](#) is available on the web.
- **Attend** the first class meeting.
(For **online classes** email the class instructor requesting a permission number be emailed to you after the first class. The class schedule identifies the instructor's name. Use that name to search the [SF State](#) website for the department that instructor is associated with. You should be able to find the instructor's information and email address. If you are unable to find the email address, please contact the department directly and request assistance.)
- **Obtain permit number** if the instructor approves your admission to the class. It is also possible for students to obtain an instructor signature on an [Extended Learning Registration Form \(PDF\)](#) in lieu of a permit number, but this requires in-person registration.
- When you enroll, your SF State ID, a class number and a permit number are required.
- To register please choose one of the following options:

[Online Registration - Self-Service](#)

[Online Registration - Staff-Assisted](#)

[Phone Registration](#)



FINANCIAL AID

- 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