



College of Extended Learning  
835 Market Street, 6<sup>th</sup> Floor  
San Francisco, CA 94103

## **ElderCollege Program – Frequently Asked Questions**

### **What does it mean to be an ElderCollege student?**

- ElderCollege students participate in courses without being officially enrolled or graded.
- Regular class attendance and participation in class discussions is expected.
- Taking exams and writing papers is not expected.

### **How do I search for classes offered at SF State?**

Go to the SF State Class Schedule online: <http://www.sfsu.edu/online/clssch.htm>.

- The class schedule contains times, locations, and prerequisite information for all classes held at SF State.
- Class descriptions are available for each class listed by clicking on the course number.

### **How do I learn more about the courses I am eligible to take?**

- The SF State Bulletin gives in depth descriptions of colleges, classes and departmental programs at SF State Access the SF State Bulletin online:  
<http://www.sfsu.edu/~bulletin/current/bull-tc.htm>

### **Are there any restrictions on courses that ElderCollege students can audit?**

- Some classes may have prerequisites. Check the SF State Bulletin and Class Schedule and ask the instructor if you are uncertain about whether the class is appropriate for you.
- The ElderCollege program fee does not cover courses offered exclusively through the College of Extended Learning.

## ElderCollege Program Enrollment Instructions

1. After viewing the class schedule and locating the class you are interested in auditing, attend the first class meeting.
2. Complete the ElderCollege Program Application prior to attending class and bring it along with the letter of introduction from the CEL Dean - with you.
3. Show the instructor your 'letter of introduction' from the College of Extended Learning Dean and ask the instructor if you can attend and attend the class as an ElderCollege student. Be sure to communicate that your name will not appear on the class roster and that ElderCollege students are not graded.
4. Your instructor will respond in one of three ways:
  - Approve your taking the class immediately and sign your application.
  - Ask you to wait until he or she knows how many matriculated SF State students need to be accommodated.
  - Tell you that there is no space available.
5. Bring your signed application form and check to the College of Extended Learning counter located at the SF State Holloway campus in the One Stop Student Services Building, 1st Floor. Our hours are Monday-Friday 9 am-5pm. *If you prefer, you may mail your completed application and check to SF State-CEL, 1600 Holloway Ave., San Francisco, CA 94132-4160. You must establish an SF State ID number for your application – this can be done in person, online <https://cel.sfsu.edu/register/password> or by calling CEL Enrollment Services at 415-405-7700 x5.*
6. After you have submitted your application form and check, you will receive a temporary paper ID card. If you would like, you can obtain SF State's official student ID card by paying an additional \$2 to the Bursar. You will need to next visit the SF State OneCard office right across from our window, to obtain this laminated, official picture ID.
7. As an ElderCollege student, you will not appear on the class roster, therefore, if you would like to participate in iLearn (SF State's online learning management system), you need to give your instructor your SF State email address and ask them to manually add you to the iLearn course.



Dear Colleague:

This is a letter of introduction for a member of the ElderCollege Program at SF State who is interested in attending your class as an informal auditor.

The ElderCollege Program is made up of a very active group of adults, 50 years and older, who are participating in a lifelong learning process.

The CSU Chancellor's Office has empowered SF State to permit adults of this age group to attend classes as learners without credit. ElderCollege auditors will neither appear on your class roster nor receive grades.

While it is at your discretion to permit ElderCollege auditors to attend and participate, I encourage you to do so. I am confident that both SF State students and ElderCollege auditors will benefit from learning together.

Sincerely,

A handwritten signature in blue ink, appearing to read "Alex Hwu".

Dr. Alex Hwu, PhD  
Interim Dean



**Course #3**

Subject \_\_\_\_\_ Course Number \_\_\_\_\_

Course Name: \_\_\_\_\_

**Instructor Permission:**

Class #1 - Instructor's Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
(PRINT)

**Please submit the \$55 fee** by check or money order *only* (made payable to SF State-CEL with your SF State ID number written in the memo area). Please bring your approved application and payment to the One Stop Center- CEL Window at the Student Services Building, 1st Floor. You may also mail to: SF State College of Extended Learning 835 Market Street, 6<sup>th</sup> Floor San Francisco, CA 94103.

***Code of Conduct:***

*I understand that participation in the ElderCollege program provides guest access to courses at San Francisco State, but does not constitute admission to SF State's residence program as a matriculated student. I understand that I will not receive academic credit. I understand that my permission to audit is granted solely at the discretion of the instructor and that any form of disruptive classroom behavior will be grounds for dismissal.*

**Applicant Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Note to CEL staff: Please enroll the student in CE 8900*

- Check – must be bank imprinted with account holder's name and address. Check # \_\_\_\_\_ Acct. holder