



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:

<https://webapps.sfsu.edu/public/classservices/classsearch>

- 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://bulletin.sfsu.edu/>

### **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.



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## ElderCollege Program Enrollment Instructions

1. After viewing the class schedule and locating the class you are interested in auditing, send the instructor an email on the first day of class including:
  - the complete the ElderCollege Program Application along with the letter of introduction from the CEL Dean.
  - a request to 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.
  - find the instructor's email using the directory link at the top of the class schedule page.
2. 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.
3. Once the instructor approves, email your signed application form the College of Extended Learning at [sfsucel@sfsu.edu](mailto:sfsucel@sfsu.edu).

***You must establish an SF State ID number for your application – this can be done in less than a minute by completing our online [Quick Admit form \(https://cel.sfsu.edu/register/quickadmit\)](https://cel.sfsu.edu/register/quickadmit) If you have any questions or need assistance please call CEL Enrollment Services at 415-405-7700 x 5.***

4. After your form has been received by the College of Extended Learning, a \$55 charge will be placed on your student account.
5. If you would like to request an official student ID card, please contact the OneCard Office at (415) 338-3619 or [onecard@sfsu.edu](mailto:onecard@sfsu.edu).
6. As an ElderCollege student, you will not appear on the class roster. Therefore, 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  
Dean, College of Extended Learning



**After receipt of this form, a \$55 charge will be placed on your student account.**

Please pay the \$55 fee by following these instructions:

1. Log on to your student record at [SF State Gateway / My SFSU \(https://www.sfsu.edu/login.htm\)](https://www.sfsu.edu/login.htm).
2. Click on Academics, then on Access Student Center.
3. In the center of your Student Center page in the “Finances” section you will see an Account Summary box with your current outstanding balance owed. If you recently enrolled but you do not yet show owing fees, click on the link Account Inquiry to calculate your fees. Once fees have calculated return back to your Student Center to see your fees owed.
4. Under the Account Summary box, click on the link Make a Payment and follow the prompts to pay by credit card or eCheck.

**Important Information:**

- A non-refundable service fee of 2.75% for each credit/debit card transaction will be added to the total payment amount. Service fees are retained by the vendor and are not refundable. The cardholder will see two transactions on their statement, one for the university payment transaction and one for the service fee.
- eCheck payments are free of any service fee.

***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*