

# Open University – Information for Spring 2025

Classes begin Tuesday, January 21, 2025

Fee is \$319 per unit for undergraduate courses, \$382 for graduate courses (600 level and above)

**Enroll in Open U beginning January 14. Students are responsible for meeting all course prerequisites prior to registration.**

## Open University Deadlines | Spring 2025 Term January 21– May 15

Registration Opens	1st Day of Class	Waitlist Auto Enroll Ends	Registration (Permission # Only)	Administration Drop	Schedule Adjustment Deadline	Full Refund Drop Date*
01/14	01/21	01/27	01/28–02/03	01/30	02/03	01/20

All course enrollments are on a space-available basis. All students must complete the Global Campus **Enrollment Process** prior to Open University Course Registration. Waitlist, drops, and withdrawals must be done online. Registration, withdrawal or changes to enrollment after the Schedule Adjustment Deadline require petitions and documentations supporting extenuating circumstances. Please note while not all instructors will utilize the instructor-initiated drop, instructors have the authority to drop students for lack of prerequisites or non-attendance.

All Open University students are required to create an SDSUId. Students will receive the SDSUId activation email upon completion of the Global Campus Enrollment Process. Please allow 2-3 days for the process to be completed.

It is the student's responsibility to manage their enrollment and payment of all tuition and associated fees.

\*All refunds are subject to a \$21 administrative fee plus ASB/student fees and will be deducted after first class session. 100% of the tuition, minus fees, will be refunded prior to the first class session. 65% of the tuition, minus fees, will be refunded until 25% of the course time has elapsed.

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

**Please be aware:** Only 24 units of Open University credit may be applied toward an SDSU undergraduate degree. For graduate students, no more than 9 units of coursework taken in Open University prior to admission to an advanced degree or advanced certificate are acceptable for a program of study.

**SDSU Global Campus Enrollment Office: 619-594-5152 | Email: [enrollment.global@sdsu.edu](mailto:enrollment.global@sdsu.edu)**

**Bursar's Office (Cashier): 619-594-4003 | Email: [cashier.global@sdsu.edu](mailto:cashier.global@sdsu.edu)**

**Monday-Friday 8 a.m.–5 p.m. (available by phone and email)**

Current parking fees and permits may be purchased online at the Aztec Parking Portal [sdsu.edu/parking](https://sdsu.edu/parking). ID cards are \$25 and may be purchased at <https://bfa.sdsu.edu/financial/student/sdsucard/get-a-card>.

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## Frequently Asked Questions

### Enrollment and Registration Steps

1. Browse the available courses in the **SDSU Class Schedule**. You can also **enroll in the program** before choosing your classes.
2. Once you've submitted your **enrollment form**, you'll receive a confirmation email from SDSU Global Campus within 2-3 business days with the next steps to complete your registration in my.SDSU.
3. **Register for your classes in my.SDSU** once registration is open.
4. Submit your payment in **my.SDSU**.

### How can I register and pay for SDSU classes through Open University?

Check the University's class schedule for the courses you want and to see which courses are open. Make sure you have checked and met the course prerequisites prior to registration. Please visit our website to learn how to register online. For information on how to submit by secure email, contact the Global Campus Enrollment Office.

### What if the course I want is full?

Waitlist must be done online only. Use the SDSU online wait list process during your Open University registration to request a seat in a closed class. Open University students will be notified by email when they have been enrolled in a class that has been wait-listed; payment instructions will be included.

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

Open University students can purchase an SDSU semester parking permit online at the Aztec Parking Portal by visiting [sdsu.edu/parking](https://sdsu.edu/parking). SDSU ID cards can be obtained by following these steps: [bfa.sdsu.edu/financial/student/sdsucard/get-a-card](https://bfa.sdsu.edu/financial/student/sdsucard/get-a-card). (ID cards are not available for purchase online).

### How do I access Canvas?

Students will have access to Canvas once they are enrolled in a class. Sometimes, the class will not be published 24 hours before, or on the day of the first class. SDSUid is required to access Canvas.

For assistance with accessing Canvas, please contact Global Campus IT Support, at [itsupport.global@sdsu.edu](mailto:itsupport.global@sdsu.edu).

### How do I drop or withdraw from an Open University course?

Drops and withdrawals are available online only. Log into your **my.SDSU** account to proceed.

### How can I register/drop/withdraw from Open University courses after the Schedule Adjustment Deadline?

Open University students may request late registration/drop/withdrawal after the Schedule Adjustment Deadline by completing a "Petition for Special Consideration Form" and a transaction form. "Petition for Special Consideration" forms with detailed instructions can be found at [ces.sdsu.edu/forms-publications](https://ces.sdsu.edu/forms-publications).

### How can I get help with Open University registration?

Call the Global Campus Enrollment Office at 619-594-5152, email [enrollment.global@sdsu.edu](mailto:enrollment.global@sdsu.edu) or chat with us online at [ces.sdsu.edu](https://ces.sdsu.edu).