

**SJSU Lucas Graduate School of Business  
MBA  
Special Session Open University Information**

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Taking classes in the MBA program through Open University is for those students who have not been formally admitted to the MBA program. In order to take MBA classes, you must have the equivalent to a U.S. bachelor's degree from an accredited college or university and have satisfied the appropriate prerequisites for the class you wish to take. At this time, only classes in the Executive-Style MBA program indicated as "electives" are available through Open University. **You may not take classes in the MBA program through Open University if you have previously been denied admission.**

Please note the following:

- **If you have an MBA degree** from San Jose State University, or elsewhere, and do not intend to ever apply for admission in San Jose State University's MBA program, you may take an unlimited number of MBA courses through Open University, assuming you maintain good academic standing.
- **If you do not have an MBA**, you may only take a maximum of two courses (6 units) through Open University. After completing 6 units, you must apply for the program, and be formally admitted, in order to continue taking courses. We admit students twice a year: in the Fall semester, which begins in August and in the Spring semester, which begins in January. Please be aware of application deadlines:

	<b>Domestic Applicants</b>		<b>International Applicants</b>	
	<b>Application</b>	<b>Documents</b>	<b>Application</b>	<b>Documents</b>
<b>Fall deadlines</b>	June 1	June 15	June 1	June 15
<b>Spring deadlines</b>	September 27	October 12	September 27	October 12

Deadlines are subject to change; please go here for current deadlines:  
<http://www.sjsu.edu/lucasschool/prospective/mba/deadlines/>

Note: SJSU Open University courses are considered the equivalent to "transfer" units. Enrolled students may transfer up to 6 semester units from either SJSU Open University or another institution to apply towards their SJSU MBA graduation requirement. Courses from other universities must be approved by the MBA Faculty Director in order to count toward your SJSU MBA degree. Thus, if you plan to transfer in a 3-unit graduate level MBA class from another university, while you may still take up to 6 units of Open University at SJSU before enrolling in the MBA program, only 6 of the 9 units can be applied toward your degree. All courses, including those taken through Open University, expire in 7 years. Grades in classes taken at SJSU through Open University will be counted as part of your Graduate record if/when you are admitted to SJSU.

**Registration Instructions:**

1. Visit <http://www.sjsu.edu/lucasschool/current/mba/schedule/> to view the upcoming schedule. Please be aware of prerequisites. If you have any question as to whether you are ready for a particular class, you should contact the MBA Faculty Director.
2. Complete the attached form (separate form for each class) and bring it with you to the first class meeting. If the instructor permits you to add the class, he or she will sign and collect the form. There is NO PRE-REGISTRATION. You must attend the first day.
3. All forms will be screened by the Lucas Graduate School of Business to assure compliance with the above criteria and forwarded to the Registrar's Office.
4. You will be notified by email when you are registered in the course and given your SJSU ID number, as well as the due date for your fees.
5. Pay your fees. Fees are \$2,139 per class. See reverse side for payment methods. Please be sure to view the drop/refund information below.
6. If you have any questions, please contact the Program Coordinator.

Admitted students in the MBA program will be given first priority for registration and are permitted to pre-register. It is University policy to add Open University students on a "space available" basis, and it is at the discretion of the instructor whether to add an Open University student. If there are more students wanting to sign up on the first class day than there are seats, the instructor will use a random drawing process to select the students who will be added to the class. If a class becomes full prior to the first day of instruction with admitted students, we will note this

on the schedule page of the website (<http://www.sjsu.edu/lucasschool/current/mba/schedule/>). Please be sure the check the website prior to attending the first day to make sure the class is not already full. While there is no guarantee until the first night of class that enough space will be available, and that you will be added into the class, the MBA program runs on a compressed schedule and you will not want to be behind if you are permitted to add. Therefore, you should check the syllabus online by clicking on the Instructor's name and may want to either buy the book or find some other means to do the first week's reading.

### **Methods of Payment**

All payments are handled by the Bursar's Office in the Student Services Center ([www.sjsu.edu/bursar](http://www.sjsu.edu/bursar)). Payments must be submitted by the due date. Submitting this form means you will be enrolled in the class (if eligible) and there is no automatic drop for non-payment of fees. Therefore, once you submit this form, you are obligated to pay the fees.

In order to pay your fees, you have a choice of the following methods:

1. **Check:** Checks should be made payable to SJSU. Your student ID must appear on the face of the check. Please mail it to: SJSU Bursar's Office, One Washington Square, San Jose, CA 95192-0138. It may also be dropped off in person at the Bursar's office, or in the Bursar's Drop Box. Checks must be **received** by the deadline.
  - You may also bring a check the first day of class and submit it to the instructor along with your form. After the first day, you must mail checks directly to the Bursar's Office. If you are submitting a check on the first day, the SJSU ID will be filled in for you after you are officially registered in the course.
2. **Cash:** in person at Bursar's office.
3. **Debit card:** in person at Bursar's office.
4. **Credit Card:** Pay online with PayPath Payment Service at <http://ou.sjsu.edu/>. From here click on "[Pay for your Open University courses through CASHNet](#)." There is a service charge to pay with a credit card, Master Card, American Express and Discover/Novus are welcome online. Credit cards are not accepted in person at the Bursar's Office cashiering window.

If you need to pay by some other means, i.e. your company is paying for the class, please contact the Bursar's office on how to proceed. Their information is here: <http://www.sjsu.edu/bursar/>

### **Dropping/Refund**

If you would like to drop a class, please contact the Program Coordinator for the appropriate form. Approval to drop is not guaranteed.

The drop policy is: A "W" grade will be placed on your record with a 75% refund less \$20 processing fee when dropping class between Day 1 and Day 5 (including the weekend and holidays). No refund from Day 6.

**Note:** Once you are enrolled, you are obligated to pay the fee. You may petition for a refund, but it is not guaranteed. This holds true whether or not you attend the class and regardless of whether or not you have paid your fee. (i.e., if you just decide to not pay the fee and do not drop, a balance will remain on your account).

### **Contact Information:**

Catherine Dougherty  
Lucas Graduate School of Business  
One Washington Square  
San Jose, CA 95192-0162

Phone: 408/924-3420  
Fax: 408/924-3426  
Email: [catherine.dougherty@sjsu.edu](mailto:catherine.dougherty@sjsu.edu)

Fall 2011  
 Special Session Open University Registration  
 -MBA Only-

SJSU ID Number: \_\_\_\_\_  
 (Please leave blank if you do not have one, or do not remember it)

SSN: (optional) \_\_\_\_\_

Full Legal Name: \_\_\_\_\_  
Last First Middle

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender:  Male  Female

Email Address: \_\_\_\_\_

Highest degree obtained:  
 Bachelor's degree  Master's Degree \_\_\_\_\_  Doctoral degree  
(subject)

Have you taken any other classes at SJSU or applied to SJSU in the past?  Yes  No

Any other names you have used at SJSU \_\_\_\_\_

Have you taken MBA classes through Open University in the past?  Yes  No  
 If yes, what semester? \_\_\_\_\_

Class Number (5 digit #)	Subject/Catalog Number	Add	Units	Dates	Fees
					\$2,139

\_\_\_\_\_  
 Student Signature\* Date

\_\_\_\_\_  
 Instructor Signature Date

\*Your signature indicates you want to sign up for, and agree to pay the fees for this class through the Open University system and that you understand the limitations on the number of Open University and other graduate courses that can be transferred into your MBA program of study if you are admitted. You also understand that successful completion of the class does not guarantee admission or waive any admissions requirements.