

Open University Registration Form Instruction Page

1. Use this form only if you are non-matriculated student.
2. Open University enrollment does not serve as a guarantee for admission into a future program.
3. Meeting Days: M=Monday, T=Tuesday, W=Wednesday, R=Thursday, F=Friday, S=Saturday, U=Sunday.
4. Obtain permission number or signature of instructor for each class in which you wish to enroll.
5. For 200-level courses: submit this form in person to counter G in the Student Services Center for approval. Please be ready to present transcripts to show evidence of your earned degree(s). Prior baccalaureate degrees must already have been earned. Exclusions for enrollment in 200-level classes: (a) pending baccalaureate degrees (b) disqualified students (c) students who were denied admission into a graduate program (with the exception of those denied for limited space).
In-person submission of this form is highly preferred, however if you are not able to arrive in-person, please email the form along with proper signatures and transcripts directly to graduate@sjsu.edu with the subject line "Open U Registration Form". You would then be notified through email if your request is approved or declined.
6. Completed forms with appropriate signatures, and preliminary GAPE approval for 200-level courses, should be **delivered to the Registrar's Office in person to Window "R" in the Student Services Center or sent by fax (408) 924-2077 or email (registrar@sjsu.edu)**. Students with disabilities who need help with registration should call TDD (408) 924-5990.
7. Payment is required for registration. Submit payment to The Bursar's Office, Student Services Center or through your MySJSU account. **Billing statements will not be mailed to students by the Bursar's Office, check your MySJSU regularly for updates on your tuition fees.**
8. See Open University Calendar for important deadline(s).

Registration Form

Term: Spring Summer Fall Year: _____ Degree: Undergraduate Graduate Date: _____

Last Name: _____ First Name: _____ Middle Name or Initial: _____

Date of Birth: _____ Any other name used at SJSU: _____

SJSU ID Number (for returning student only) _____ Gender: Male Female Decline to declare

Street Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Daytime Phone: _____ Evening Phone: _____

Did you take any SJSU courses after Fall 1990 (Yes/No)? _____

Are you currently academically disqualified from SJSU (Yes/No)? _____

What is the highest education level you have achieved (Jr, Sr, BA,BS, MA, MS)? _____

Have you formally applied for a future SJSU admission term (Yes/No)? _____ What term? _____

I understand that enrollment through Open University does not equate to enrollment into a degree program and/or does not lead to the culmination of a terminal Master's or Doctoral degree.

Student's Signature _____ Date _____

Class Request

If the class you request has a lab, you must also complete an additional registration.

1) Class Number	Subject/Department	Catalog Number	Section	Units	Meeting Days	Time

Permission Number	Instructor's Signature	Date

2) Class Number	Subject/Department	Catalog Number	Section	Units	Meeting Days	Time

Permission Number	Instructor's Signature	Date

Graduate Admission and Program Evaluation (GAPE) Approval: _____