

**SJSU Lucas Graduate School of Business
Certificate in Accounting Fundamentals
Special Session Open University Information**

In order to take classes through Open University, you must have a U.S. bachelor's degree or equivalent from an accredited college or university. **You may not take graduate level classes at SJSU through Open University if you have previously been denied admission to a graduate program at SJSU.**

Registration Instructions:

1. Complete the registration form. Please be sure to place a check mark next to each class you wish to take. If you are completing the entire certificate, place a check mark by all five classes where indicated.
2. Please scan or take a picture of the form and email it to catherine.dougherty@sjsu.edu at least one week prior to the beginning of the first class you wish to take.
3. Forms will be screened by the Lucas Graduate School of Business and forwarded to the Registrar's Office.
4. You will be notified by email when you are officially 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 \$465 per unit. See below for payment methods.
6. If you have any questions, please contact the Program Director.

Methods of Payment

All payments are handled by the Bursar's Office in the Student Services Center (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.

Do not submit payment until after you are notified that you have been officially enrolled in the class. In order to pay your fees, please visit the following website to review your payment options:

http://www.sjsu.edu/bursar/payment_refunds/methods/index.html

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/>

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.

Contact Information:

Catherine Dougherty, *Program Coordinator*
Phone: (408) 924-3424
Fax: (408) 924-3426
Email: catherine.dougherty@sjsu.edu

Dr. Elizabeth Grace, *Certificate Program Director*
Phone: (408) 924-3474
Email: elizabeth.grace@sjsu.edu

Student: Please return this page to Instructor
Instructor: Please return this form to office after signing

Summer 2016 Special Session Open University Registration Certificate in Accounting Fundamentals

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

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 classes through Open University in the past? Yes No
If yes, what semester? _____

Class Number (5 digit #)	Subject/Catalog Number	Units	Check here to add this course:	Fees
	BUS 220B - Financial Reporting & Analysis I	3		\$1,395
	BUS 220E – Financial & Reporting Analysis II	3		\$1,395
	BUS 220G – Tax Factors of Business & Investment Decisions	3		\$1,395
	BUS 220F – Management Accounting & Controls	3		\$1,395
	BUS 220C – Accounting Information Systems	3		\$1,395

Student Signature* Date

Instructor Signature Date

*Your signature indicates you want to enroll in the above classes and you acknowledge that you are required to pay the course fee and that you are taking the course for a grade. Once this form is submitted by you, you are obligated to pay the course fee to SJSU even if you later attempt to withdraw from the class.