

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

In order to take Business Analytics classes through Open University, you must: (1) have a U.S. bachelor's degree or equivalent from an accredited college or university, and (2) have completed college level statistics with a B grade. **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.**

Pre-Enrollment Instructions:*

1. Visit <http://www.sjsu.edu/lucasgsb/programs/advanced-certificates/business-analytics/index.html> to view the upcoming schedule.
2. Submit the pre-screening form at least two weeks before the class you wish to take starts. The pre-screening form can be found here: http://sjsu.qualtrics.com//SE/?SID=SV_6XAA7KgatQXloYt (<http://goo.gl/tTCS3>).
3. Your form will be evaluated and you will be notified of the results. If you are notified that you are eligible, please continue to Registration Instructions (below).

*If you have previously been approved to take classes in the Business Analytics program, you do not need to complete the Pre-Screening process more than once; however, you will still need to complete the registration process below for each class.

Registration Instructions:

1. Complete the registration form: (separate form for each class). Please scan it or take a picture of it and email it to catherine.dougherty@sjsu.edu one week prior to the beginning of the class you wish to take. You will notice that this form repeats many of the questions you were asked during pre-screening. The reason for this is that this form will be processed by another office that requires a standardized form. We apologize for the repetitive work and appreciate your cooperation.
2. Forms will be screened by the Lucas Graduate School of Business and forwarded to the Registrar's Office.
3. 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.
4. Pay your fees. Fees are \$2,550 per three unit class. See below for payment methods.
5. 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:

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