

**SJSU Lucas Graduate School of Business  
Advanced Global Leadership Certificate  
Special Session Open University Information**

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In order to take Advanced Global Leadership classes through Open University, you must: (1) have a U.S. bachelor's degree or equivalent from an accredited college or university, and (2) Minimum 2.75 GPA. **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/global-leadership/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 [https://sjsu.qualtrics.com/SE/?SID=SV\\_8xjsUzVvgIJgVtH](https://sjsu.qualtrics.com/SE/?SID=SV_8xjsUzVvgIJgVtH).
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).

\* You only need to complete the pre-screening process once, but will be required to submit the registration form prior to each class.

**Registration Instructions:**

1. Complete this registration form. Please scan it or take a picture of it and email it to [catherine.dougherty@sjsu.edu](mailto:catherine.dougherty@sjsu.edu) two weeks 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.
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](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.

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](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](mailto:catherine.dougherty@sjsu.edu)

Dr. Joyce Osland, *Program Director*  
Phone: (408) 924-3583  
Email: [joyce.osland@sjsu.edu](mailto:joyce.osland@sjsu.edu)

Fall 2018  
 Special Session Open University Registration  
 -Advanced Global Leadership-

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 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
5	0	4	3	3	BUS 262A: Global Leadership & Innovation	3	<input type="checkbox"/>	\$2550

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

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

\*Your signature indicates you want to enroll in this class 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. If you have any questions, please contact Catherine Dougherty or Joyce Osland.