

**SJSU Lucas Graduate School of Business**  
**M.S. Taxation**  
**Special Session Open University Information**

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Taking classes in the M.S. Taxation (MST) program through Open University is for those students who have not been formally admitted to the M.S. Taxation program. Students who already have an MST (from SJSU or elsewhere) also must use this procedure to register for MST courses. In order to take MST classes, you must: (1) have a U.S. bachelor's degree or equivalent from an accredited college or university, (2) have completed an intermediate accounting and an introductory tax course, and (3) have satisfied the appropriate prerequisites for the class you wish to take. **You may not take classes in the M.S. Taxation program through Open University if you have previously been denied admission to a graduate program at SJSU.**

Please note the following:

- **If you have a degree in M.S. Taxation** from San Jose State University, or elsewhere, you may take an unlimited number of M.S. Taxation courses through Open University.
- **If you do not have a degree in M.S. Taxation** you may only take a maximum of 9 units through Open University. After completing 9 units, you must apply for the program, and be formally admitted, in order to continue taking courses. We only admit students twice a year: in the Fall semester, which begins in September and in the Spring semester, which begins in January. Please be aware of application deadlines:

	<b>Application</b>	<b>Documents</b>
<b>Fall deadlines</b>	May 1	May 15
<b>Spring deadlines</b>	November 1	November 15

Deadlines are subject to change; please go here for current deadlines:

<http://www.sjsu.edu/lucasgsb/programs/mst/prospective/index.html#application>

Note: SJSU Open University courses are considered the equivalent to “transfer” units. Enrolled students may transfer up to 9 semester units from either SJSU Open University or another institution to apply towards their SJSU MST graduation requirement. Courses from other universities must be approved by the Program Director in order to count toward your SJSU MST degree. Thus, if you plan to transfer in a 3-unit graduate level tax class from another university, while you may still take up to nine units of Open University at SJSU before enrolling in the MST program, only 9 of the 12 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.

**Pre-Enrollment Instructions:**

1. Visit <http://www.sjsu.edu/lucasgsb/programs/mst/current/schedule/index.html> to view the upcoming schedule.
2. Submit the pre-screening form at least one week before the class you wish to take starts. The pre-screening form can be found here: [Pre-Screening Form \(http://tinyurl.com/mstopenu\)](http://tinyurl.com/mstopenu)
3. Once your Pre-Screening form has been evaluated, you will be notified of the results. If you are notified that you are eligible, please continue to Registration Instructions.

**Registration Instructions:**

1. 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. 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 \$645 per unit. See reverse side for payment methods. Please be sure to view the drop/refund schedule. There is a link to this from the schedule page.
5. If you have any questions, please contact the Program Coordinator.

<continued>

Admitted students in the MST 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/lucasgsb/programs/mst/current/schedule/index.html>). Please be sure to 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 MST 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 <http://www.sjsu.edu/lucasgsb/programs/mst/current/schedule/index.html> 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.

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/>

### **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.

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

Professor Annette Nellen, *Program Director/Faculty Advisor*  
Phone: (408) 924-3508  
Fax: (408) 924-3463  
Email: [annette.nellen@sjsu.edu](mailto:annette.nellen@sjsu.edu)

## **Spring 2016**

### **Special Session Open University Registration**

#### **-MS Taxation Only-**

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 MS Taxation classes through Open University in the past?    Yes    No  
 If yes, what semester? \_\_\_\_\_

Class Number (5 digit #)	Subject/Catalog Number	Units	Dates	Fees
				\$645/unit

Please note: The capstone class, BUS 223H, may not be taken through Open University unless you are enrolled in the Advanced Certificate Program.

\_\_\_\_\_  
 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. By signing this form you also acknowledge that you understand the limitations on the number of Open University and other graduate courses that can be transferred into your MST program of study once you are admitted. If you have any questions, please contact Catherine Dougherty or Annette Nellen.