

**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 and email it to rafael.olivares@sjsu.edu
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 \$554 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: <https://www.sjsu.edu/bursar/payment-refunds/methods-payment/index.php>

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:

Rafael Olivares, *Program Coordinator*
Phone: (408) 924-3426
Email: rafael.olivares@sjsu.edu

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

