

**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 catherine.dougherty@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.4 (f)-16.
5. Pay your fees. Fees are \$527 per unit. See below for payment methods.
6. If you have any questions, please contact the Program Director.

all as the due date for your fees.

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.

