



**SAN FRANCISCO
STATE UNIVERSITY**

COLLEGE OF EXTENDED LEARNING

Enrollment Services

Tel: (415) 405-7700

Fax: (415) 338-7290

Welcome to Eldercollege at San Francisco State University. Eldercollege offers community access to San Francisco State University courses each spring and fall. This program is for adults 50 years and older who are interested in auditing SF State courses. Although it is not possible to earn a degree through Eldercollege, students may attend regular SFSU classes on a space available basis with instructor's approval without needing to meet the standard requirements for admission to the university.

The fee is \$55 per semester. Please note that this fee applies only to state-supported SF State courses and does not apply to courses offered exclusively through the College of Extended Learning. Most classes are held at the SF State campus located at 1600 Holloway Avenue in San Francisco.

If after reading the enclosed materials you have more detailed questions, please call us at (415) 405-7700 (option 5) or stop by the College of Extended Learning counter at one of our two locations:

- Main Campus: One Stop Student Services Center, SSB 101
- Downtown Campus: 835 Market Street (at Powell Station), 6th Floor

Enjoy your classes!



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Dear Colleague:

This is a letter of introduction for a member of Eldercollege at San Francisco State University who is interested in attending your class as an informal audit student.

Eldercollege is made up of a very active and growing group of adults, 50 years and older, who are participating in a lifelong learning process. They are very supportive of the mission of San Francisco State University and we wish to assist them in any way we can.

The CSU Chancellor's Office has empowered San Francisco State University to permit adults of this age group to attend classes as learners without credit or official status.

While it is at the individual faculty member's discretion that members of Eldercollege attend a class, I encourage you to do so on a space-available basis. I am sure that both SF State and Eldercollege students will benefit from learning together.

Sincerely,

Linda Buckley, Ph.D.
Interim Director, SF State Extended Learning



ELDERCOLLEGE INFORMATION SHEET

How do I find out about classes offered at SFSU?

Class schedule and course descriptions are available only on SFSU's Web site-

Go to www.sfsu.edu and scroll down the "Quick links" menu to Class Schedule then click the "Go" button or go directly to: <http://www.sfsu.edu/online/clssch.htm>.

The Class Schedule contains times, locations, and prerequisite information for all classes held at San Francisco State University.

Class descriptions are available for each class listed by clicking on the course number.

The SFSU Bulletin gives in depth descriptions of colleges, classes and departmental programs at San Francisco State University.

The Bulletin is available at SFSU's Bookstore. A copy of the Bulletin is also available at the library. Go to the Reserve Book Room (RBR) located on the ground floor (or basement) of the Library. Enter through the ground floor entrance, on the NW corner of the building and continue to the end of the hallway.

You can also access the Bulletin online at: <http://www.sfsu.edu/~bulletin/current/bull-tc.htm>

Are there any restrictions on enrolling in courses?

Some classes have prerequisites. These are usually listed in the Class Schedule as numbered or lettered footnotes or notes, which are explained at the end of each department section.

Prerequisite classes lay the foundation for later classes. Your personal and/or educational experience may exempt you from needing prerequisite courses. You should discuss this with the instructor.

You can tell the basic level of a course by its number.

Freshman-Sophomore level: 100-299

Junior-Senior level: 300-699

Graduate level: 700-899

Other restrictions that may apply are related to availability of resources and include restrictions on class size.

Only state-supported SFSU courses listed in the SFSU Class Schedule are available. The Eldercollege program fee does not cover courses offered through the College of Extended Learning.

What does it mean to audit a course as an Eldercollege student?

This means that you can participate in courses without being officially enrolled or graded. You do not have to take tests or turn in papers, but you should attend every class, participate in class discussions and ask questions. Your experience and perspectives are valuable to your instructors and classmates.



ELDERCOLLEGE ENROLLMENT INSTRUCTIONS

How do I enroll in classes?

- A. Go to the first class meeting.
- B. Show the instructor your 'letter of introduction' and ask the instructor if you can attend class as an Eldercollege student.
- C. Your instructor will respond in one of three ways:
 - 1) Approve your taking the class immediately.
 - 2) Ask you to wait until he or she knows how many matriculated SFSU students need to be accommodated.
 - 3) Tell you that there is no space available.
- D. Once you have been admitted into a class, fill out the application form. The fee for the Eldercollege program is **\$55**; payment by check or money order *only* please. Make payable to SFSU-CEL.
- E. Bring your application form and check to the College of Extended Learning counter located at the SFSU main campus in the One Stop Student Services Building, 1st Floor. Our hours are Monday-Friday 9 am-5 pm/ *If you prefer, you may mail to SFSU-CEL, 1600 Holloway Ave., San Francisco, CA 94132-4160.*
- F. After you have submitted your application form and check, you will receive a temporary paper ID card with your SFSU ID which allows you to get your SFSU OneCard, SFSU's official student ID card. You will need to next visit the SFSU OneCard office right across from our window, and get this laminated, official picture ID.
- G. As an Eldercollege auditor, you will not appear on the class roster, therefore, in order to participate in ilearn, you need to give your instructor your email address and SFSU ID number, and ask them to manually add you to ilearn by contacting ilearn support at 405-3536. Once added, in order to log into iLearn you will need to know your SF State ID Number and you will also need to have an SF State Password. If you don't know your ID number, go to <https://www.sfsu.edu/online/idlookup.htm> . To create your SF State Password, go to <https://www.sfsu.edu/online/auth/reset.htm> .
You can also change or confirm your password here.

If you need further assistance, please contact Extended Learning by phone at 415.405.7700, by e-mail at sfucel@sfsu.edu , or in person at the main campus or the Downtown Campus.

