

In order to serve your needs better, Semester at SDSU Business Courses program students should receive approval from their home university advisor/official or agent to be eligible to enroll in courses. Please complete this form and email it to applyali@mail.sdsu.edu as soon as possible. Your application will not be considered complete until you submit this form.

Section 1: Mandatory Confirmations This section lists mandatory confirmations for you to read and understand.

Section 2: Semester at SDSU – Special Session Course Approval Form - Spring 2018 This section is intended to be completed by your home country university advisor/official to list the courses that are approved by your home country university. It is possible to submit the form if your university advisor/official is not available and unable to approve your courses; simply complete Section 2, mark box number 3, and sign the document on line number 4. You can also provide additional comments on line 5 if you would like. Undergraduate students will be required to enroll in 2 Special Sessions and graduate students will be required to enroll in 1 Special Session. Please be aware that there is no guarantee of enrollment in specific courses.

Section 3: Additional Course Preference List Please list additional course preferences. These courses can be from business or general (non-business) departments and they do not need to be pre-approved by your home country university. This information will be used for planning purposes only. Please be aware that there is no guarantee of enrollment in specific courses.

Student Information

Student Name: _____

Please check the boxes below that apply to you:

I am currently studying toward a degree program at a university in my country.

Name of University: _____

Degree Program (Major): _____

Student Status in spring 2018 (circle one): Undergraduate or Graduate

Do you plan on transferring all of your courses back to a university program? (circle one) Yes No

If no, please explain why you will not be transferring all courses back to your home university:

I am not studying toward a degree program at a university in my country.

Please check the box that lists the reason you would like to join the Semester at SDSU Program.

I am in a gap year.

I am just interested in studying at SDSU for personal reasons.

Please explain: _____

Other. Please explain: _____

Section 1: Mandatory Confirmations

Please check all boxes and sign and date at the bottom of this page.

- I understand that the program dates are January 9, 2018 to May 10, 2018, and I will be present in San Diego during these dates.
- As a Business Courses Program student, I have previously passed business courses and can provide proof (upon request) with an academic transcript (English only). Business Courses Program students should have the required prerequisites to enroll in Special Sessions.
- I understand that enrolling in courses outside of the College of Business Administration may improve my ability to take courses with American students. The College of Business Administration (CBA) is highly impacted, so students may experience difficulty enrolling in courses that are in high demand. Departments in the College of Business Administration include: Accounting [ACCTG], Business Administration [BA], Finance [FIN], Management [MGT], Management & Information Systems [MIS], and Marketing [MKTG].
- In the American university system, business students enroll in both business and general (non-CBA) courses. I am prepared to enroll in business and general courses and will submit a list of all courses to my home university advisors/professors for approval.
- I understand that Semester at SDSU students will use an automated class enrollment system and, if placed on a class waitlist, will not have priority enrolling in classes.
- I understand that I am required to attend all of my classes for the entire length of each class; therefore, I am not permitted to enroll in any classes that would require me to be in two places at the same time. I agree to enroll in courses that do not overlap in day or time, not even by one minute.
- I understand that enrollment will be restricted in certain departments, such as Nursing, International Business, and Speech Language & Hearing Sciences. If I am enrolled in a course from the automated class enrollment system, I may be dropped from the course by the professor or department if I do not satisfy the requirements of the course.
- I understand that I must bring my transcript (English only) with me and have it readily available for viewing by staff and professors. I must make sure I have satisfied all prerequisites for a course. Professors have the authority to enforce prerequisites and may drop me from courses if I do not have the prerequisites or equivalent preparation for the course.
- I understand that the ALI cannot guarantee enrollment in specific university courses. Semester at SDSU students enroll in courses on a space-available basis after matriculated SDSU students have enrolled.
- I understand that if my inability to enroll in my preferred courses will have a negative effect on my ability to graduate from my home university, then I will need to reconsider attending this program. I may have to enroll in courses that are not my preference if space is not available.
- I must be enrolled as a full-time student to maintain my F-1 visa status. Full-time status is 12 units for undergraduate students and 9 units for graduate students.
- I understand that I can be dismissed at any time during the term if I have an attendance problem, behavior problem, do not work up to the high standards of the ALI, or if I do not pay tuition and fees.

Student Signature: _____

Date: _____

Section 2: Semester at SDSU – Special Session Course Approval Form - Spring 2018

Special Session courses are courses offered exclusively for Semester at SDSU Business Courses program students. These courses are taught by SDSU professors and have the same content as on-campus College of Business Administration courses and appear on the SDSU transcript. Undergraduate students will be required to enroll in 2 Special Sessions and graduate students will be required to enroll in 1 Special Session. *Not all courses on this list are guaranteed to be offered as Special Sessions for the spring 2018 semester.*

Student Name _____

Name of Home University _____

Name of Home University Advisor/Official or Agent _____

Email Address of Home University Advisor/Official or Agent _____

This student has approval to enroll in the following courses (please mark an “X” next to each approved course):

Undergraduate students should receive approval for at least 5 courses and graduate students at least 4 courses.

<u>Approved “X”</u>	<u>Department/Number</u>	<u>Course Title</u>	<u>Units</u>	<u>Course Level</u>
	Business Administration 323	Fundamentals of Finance	3	Undergraduate
	Business Administration 350	Management & Organizational Behavior	3	Undergraduate
	Business Administration 360	Intro to Operations & Supply Chain Mgt	3	Undergraduate
	Business Administration 370	Marketing	3	Undergraduate
	Finance 327	Investments	3	Undergraduate
	Finance 329	International Business Finance	3	Undergraduate
	Management 352	Human Resource Management	3	Undergraduate
	Management 357	Multinational Business & Comparative Mgt	3	Undergraduate
	Management 358	Fundamentals of Entrepreneurship	3	Undergraduate
	Management 460	Business Plan Development	3	Undergraduate
	Management 475	Leadership in Organizations	3	Undergraduate
	Finance 617	Financial Management 2	3	Graduate
	Management 710	Seminar in World Business Environment	3	Graduate
	Management 724	Entrepreneurship	3	Graduate
	Marketing 761	Product Innovation Management	3	Graduate
	Marketing 769	Seminar in International Marketing	3	Graduate
	Marketing 772	Strategic Brand Management	3	Graduate

SENDING UNIVERSITY

- Signature and Date of Home University Advisor/Official or Agent:** By signing this document, you are verifying that you and the student have discussed his/her academic plans for the Semester at SDSU program and approved the courses listed in Section 2 of this form.

Signature _____ Date _____

- Home University Stamp (if applicable) _____

STUDENT SIGNATURE (The student may sign if university advisor/official is not available)

- I contacted my home country university, but I was unable to receive approval for my courses.

4. Signature _____ Date _____

- Additional Comments (Optional):** _____

Section 3: Additional Course Preference List

Please list your additional course preferences below. These courses can be from business or general (non-business) departments. Please include the course number and course title, for example: ECON 101 Principles of Economics.

Please consult your home university professors/advisors if you are concerned that your additional course preferences will not be transferable to your home university.

We recommend listing at least six (6) preferred courses for undergraduates and at least five (5) for graduates.

	<u>Department/Number</u>	<u>Course Title</u>
Example	Econ 101	Principles of Economics
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Student Signature:

By signing this page, you are verifying that these are your preferred courses.

1. Student Signature: _____
2. Date: _____
3. *Additional Comments (Optional):* _____