

COLLEGE OF EXTENDED LEARNING

College Administrative Offices

Title	Officer	Telephone
Interim Dean	Dr. Alex Hwu	817-4260
Associate Dean	Dr. Angie Lipschuetz	817-4205
Director of Special Projects	Julie Briden	817-4260
Senior Director of Programs	Donn Callaway	817-4488
Director of Recruitment and Partner Relations	Alexander Chang	817-4232
Director of Budget and Finance	Elaine Feng	817-4292
Director of Center for Global Engagement	Saroj Quinn	817-4325
Director of Enrollment Services	Atanas Maximov	817-4272
Director of Marketing	Sameer Bhasin	817-4246

College of Extended Learning Administrative Offices SF State Downtown Campus 835 Market Street, 6th Floor San Francisco, CA 94103 (415) 405-7700

Program Directory

Certificate Programs	Contact	Telephone
Autodesk Authorized Training Center	Karen Villanueva	817-4324
Clinical Lab Sciences	Janet Alford	817-4264
Clinical Medical Assistant	Jenifer Graff	817-4253
Clinical Trials Design and Management	Karen Villanueva	817-4324
Dietetics	Janet Alford	817-4264
Digital Animation	Baseemah Rahman	817-4296
E-Learning Design and Development	Karen Villanueva	817-4324
English for Professional Purposes	Karen Villanueva	817-4324
Event and Meeting Planning	Baseemah Rahman	817-4296
Family Nurse Practitioner	Janet Alford	817-4264
Film and Media Studies	Janet Alford	817-4264
Geographic Information Systems	Afitap Boz	817-4227
Holistic Health	Janet Alford	817-4264
Hospitality and Tourism Management	Saroj Quinn	817-4325
Human Resource Management: Fundamental Issues	Karen Villanueva	817-4324
International Business	Saroj Quinn	817-4325

Marketing	Baseemah Rahman	817-4296
Multimedia Studies	Baseemah Rahman	817-4296
Music and Recording Industry	Baseemah Rahman	817-4296
Nonprofit Management	Afitap Boz	817-4227
Paralegal Studies	Eduardo Cerpa	817-4222
Pharmacy Technician	Jenifer Graff	817-4253
Pre-Health Professions	Janet Alford	817-4264
Pre-Nursing	Janet Alford	817-4264
Project Management	Afitap Boz	817-4227
Screenwriting	Janet Alford	817-4264
Spanish and English Interpretation	Eric Bishop	817-4223

Professional Training and Other Programs

Programs	Contact	Telephone
Accelerated Entry Level Master of Science in Nursing	Janet Alford	817-4264
American Language Institute	Saroj Quinn	338-7384
Bachelor of Science in Nursing: Off Campus	Janet Alford	817-4264
Elder College	Eduardo Cerpa	817-4222
Master of Business Administration: Executive	Sanjit Sengupta	817-4366
Open University	Afitap Boz	817-4488
Professional Development for Teachers	Jenifer Graff	817-4253
Pupil Personnel Services Credential: School Psychology	Afitap Boz	817-4227

Programs Directory

Extended Learning is the college of the University that is responsible for all program and course offerings not supported by state appropriations. These include continuing education courses, Winter Session, Open University, short-term study abroad programs, contract courses, professional training series, certificate programs, and off-campus degree programs. In contrast with degree programs, which require matriculation and a degree objective, most Extended Learning programs allow any adult and selected high school students to participate. The primary objective of Extended Learning is to augment the regular University offerings and to provide further educational opportunities for all who wish to gain new knowledge and skills, pursue a new career direction, or expand their existing skills in a particular industry.

Courses are taught by regular San Francisco State University faculty, visiting faculty, and practicing professionals. All are specialists in their fields. Classes are offered at the 19th Avenue and Holloway campus location, at the San Francisco State University Downtown Campus, 835 Market Street (Powell BART/Muni), and at the Sierra Nevada Field Campus as well as several off-campus locations.

Continuing Education Programs

Continuing education is the medium through which the resources, skills, and talents of San Francisco State University are extended into the larger San Francisco Bay Area community. The continuing education program is designed for those who wish to pursue university-level study for purposes of resuming an interrupted or uncompleted education, to augment professional or vocational abilities, or to enhance personal growth and fulfillment.

Continuing education offerings include regularly established University courses as well as non-credit seminars and conferences, special weekend programs, and travel study programs. Workshops and courses designed to meet the needs of particular groups and agencies may be initiated at various times during the year. Any adult may enroll in a continuing education course provided they meet the prerequisites for the course; it is not necessary that they also be admitted to the University.

Continuing education is self-supporting. Registration fees make possible the classes and programs offered. Therefore, individual courses or programs may be canceled if enrollment is not sufficient.

Courses are offered during the fall, winter, spring, and summer sessions.

Winter Session

Winter Session enrollment is open to everyone—continuing and prospective San Francisco State University students, people from the community, and visitors. Scheduled during the last two weeks of December and the first three weeks of January, the one-, two-, and three-unit courses are primarily designed to meet the needs of students who wish to accelerate their academic progress. Winter Session courses earn residence credit and range from both lower- and upper-division credit courses to graduate level offerings. The maximum number of units a student may earn in Winter Session is four units.

Open University

Many of the courses offered to regularly enrolled San Francisco State University students are also available to continuing education students through Open University on a space-available basis. Students enrolling through Open University earn residence credit which can be applied with limitations toward degrees. For baccalaureate degrees, SF State will accept up to 24-semester units of credit earned through Open University registration. For graduate degrees, SF State will generally accept, with advisor's approval, up to six-semester units of credit earned through Open University.

Matriculated (regular) students, including foreign students with F-1 visas, may not enroll through Open University. As soon as a student is admitted to and enrolled in the university, they are considered a matriculated student for the current semester and for the next two semesters following the current semester. Even if currently admitted students do not take classes through the regular university, they may not take Open University courses because they are still eligible to register as matriculated students.

Newly admitted students who do not pay fees and do not enroll in regular university courses (that is, they do not matriculate) may take Open University classes, but will lose their status as admitted students.

Matriculated students who register in Open University courses are disenrolled without refund of fees and do not receive any credit on their permanent records. There are no exceptions to this regulation.

Contact the Extended Learning Office for information at (415) 405-7700, Option 5.

Contract Credit (Contract Education)

Extended Learning offers Bay Area employers and organizations the service of reviewing their planned or existing in-house training programs for university or professional credit.

If a course is approved by a University department, participants receive a permanent University record of either extension academic credit or professional Continuing Education Units (CEUs), depending on the nature of the training. If the training program satisfies University requirements for content and quality, contract education can provide a convenient mechanism for organizations to enhance the value of their training.

Academic Programs

A limited number of degree, credential, and certificate programs are offered through special sessions. To be considered officially matriculated at SF State, special sessions students must be admitted to a specific degree, credential, or certificate program offered by an academic department via the College of Extended Learning (CEL) and then enroll through CEL in the courses for that specific program. Special sessions degree, credential, and certificate students have matriculated status. An updated list of current and anticipated special sessions programs, grouped by category (degree, credential, and certificate) is available at www.cel.sfsu.edu/.

The list currently includes the following:

Undergraduate Degree Programs

- Bachelor of Science in Nursing (Off-Campus)

Graduate Degree Programs

- Master of Business Administration: Executive
- Master of Science in Nursing: Entry Level Accelerated

Credential Programs

- Pupil Personnel Services Credential Program: School Psychology

Certificate Programs (Academic)

- Clinical Laboratory Sciences Certificate
- Digital Animation Certificate
- Family Nurse Practitioner Certificate
- Film and Media Studies Certificate
- Holistic Health Certificate
- Hospitality and Tourism Management Certificate
- International Business Certificate
- Music and Recording Industry Certificate
- Paralegal Studies Certificate
- Pre-Health Professions Certificate
- Pre-Nursing Certificate
- Screenwriting Certificate
- Spanish and English Interpretation

Certificate Programs

Certificate programs are designed for people who want formal recognition for completing a structured and rigorous course of study in a specific

field, but who may not be interested in pursuing a University degree program.

Certificates are awarded when participants complete the required number of units or courses for the program, and other requirements, as stipulated. Students may enroll in up to 9 units before applying to a certificate program.

The certificate programs can be found in the Academic Programs section of this Bulletin (see [Summary of Certificate Programs](#) for links to specific programs).

Writing Skills

The certificate programs' course content requires good writing skills. Certificate students are asked to demonstrate their writing ability soon after admission to the certificate program to satisfy the University literacy requirement. Those who do not have the necessary writing skills are referred to ENG 414 Elements of Writing, which is regularly offered through Open University.

Admission to Certificate Programs

To be admitted to some academic certificate programs, students should have completed 56 units of academic credit or have sufficient experience to demonstrate they can perform upper-division work. Students who do not have 56 units may be accepted on probation and are encouraged to apply. Please visit the website at www.cel.sfsu.edu for more information.