**COLLEGE OF EXTENDED LEARNING**

**College Administrative Offices**

<table>
<thead>
<tr>
<th>Title</th>
<th>Officer</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interim Dean</td>
<td>Dr. Alex Hwu</td>
<td>817-4260</td>
</tr>
<tr>
<td>Chief Financial Officer</td>
<td>Edwin Billiot</td>
<td>817-4269</td>
</tr>
<tr>
<td>Director of Special Projects</td>
<td>Julie Briden</td>
<td>817-4260</td>
</tr>
<tr>
<td>Senior Director of Programs</td>
<td>Donn Callaway</td>
<td>817-4488</td>
</tr>
<tr>
<td>Director of Recruitment and Partner Relations</td>
<td>Alexander Chang</td>
<td>817-4232</td>
</tr>
<tr>
<td>Director of International Language and Professional Programs</td>
<td>Saroj Quinn</td>
<td>817-4325</td>
</tr>
<tr>
<td>Director of Business Development and Corporate Relations</td>
<td>Susan Propst</td>
<td>817-4249</td>
</tr>
<tr>
<td>Director of Enrollment Services</td>
<td>Atanas Maximov</td>
<td>817-4272</td>
</tr>
<tr>
<td>Director of Marketing</td>
<td>Sameer Bhasin</td>
<td>817-4246</td>
</tr>
</tbody>
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**College of Extended Learning Administrative Offices SF State Downtown Campus** 835 Market Street, 6th Floor San Francisco, CA 94103 (415) 405-7700

**Program Directory**

<table>
<thead>
<tr>
<th>Certificate Programs</th>
<th>Contact</th>
<th>Telephone</th>
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</thead>
<tbody>
<tr>
<td>Autodesk Authorized Training Center</td>
<td>Cathy Flight</td>
<td>817-4226</td>
</tr>
<tr>
<td>Clinical Lab Sciences</td>
<td>Janet Alford</td>
<td>817-4264</td>
</tr>
<tr>
<td>Clinical Medical Assistant</td>
<td>Jenifer Graff</td>
<td>817-4253</td>
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<tr>
<td>Clinical Trials Design &amp; Management</td>
<td>Cathy Flight</td>
<td>817-4226</td>
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<tr>
<td>Dietetics</td>
<td>Janet Alford</td>
<td>817-4264</td>
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<tr>
<td>Digital Animation</td>
<td>Donn Callaway</td>
<td>817-4488</td>
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<tr>
<td>Digital Video Intensive</td>
<td>Donn Callaway</td>
<td>817-4488</td>
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<tr>
<td>E-Learning Design &amp; Development</td>
<td>Cathy Flight</td>
<td>817-4226</td>
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<tr>
<td>English for Professional Purposes</td>
<td>Cathy Flight</td>
<td>817-4226</td>
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<tr>
<td>Event and Meeting Planning</td>
<td>Baseemah Rahman</td>
<td>817-4296</td>
</tr>
<tr>
<td>Family Nurse Practitioner</td>
<td>Janet Alford</td>
<td>817-4264</td>
</tr>
<tr>
<td>Film and Media Studies</td>
<td>Robert Martin</td>
<td>817-4270</td>
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<tr>
<td>Financial Planning</td>
<td>Donn Callaway</td>
<td>817-4488</td>
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<tr>
<td>Geographic Information Systems</td>
<td>Joy O'Donnell</td>
<td>817-4229</td>
</tr>
<tr>
<td>Holistic Health</td>
<td>Janet Alford</td>
<td>817-4264</td>
</tr>
<tr>
<td>Hospitality, Tourism, and Management</td>
<td>Joy O'Donnell</td>
<td>817-4229</td>
</tr>
</tbody>
</table>

**Programs Directory**

- **Human Resource Management: Fundamental Issues**
  - Cathy Flight 817-4226
- **International Business**
  - Joy O’Donnell 817-4229
- **Marketing**
  - Baseemah Rahman 817-4296
- **Multimedia Studies**
  - Baseemah Rahman 817-4296
- **Music/Recording Industry**
  - Baseemah Rahman 817-4296
- **Nonprofit Management**
  - Robert Martin 817-4270
- **Paralegal Studies**
  - Eduardo Cerpa 817-4244
- **Pharmacy Technician**
  - Jenifer Graff 817-4253
- **Pre-Health Professions**
  - Janet Alford 817-4264
- **Pre-Nursing**
  - Janet Alford 817-4264
- **Project Management**
  - Cathy Flight 817-4226
- **Screenwriting**
  - Robert Martin 817-4270
- **Spanish/English Interpretation**
  - Eric Bishop 817-4223

**Professional Training and Other Programs**

- **Accelerated Entry Level Master of Science in Nursing**
  - Janet Alford 817-4264
- **American Language Institute**
  - Kathy Sherak 338-7382
- **Bachelor of Science in Nursing: Sequoia**
  - Janet Alford 817-4264
- **Elder College**
  - Robert Martin 817-4270
- **Executive MBA**
  - Sanjit Sengupta 817-4366
- **Open University**
  - Donn Callaway 817-4488
- **Professional Communication Skills**
  - Cathy Flight 817-4226
- **Professional Development for Teachers**
  - Jenifer Graff 817-4253
- **Pupil Personnel Services Credential – School Psychology**
  - Joy O’Donnell 817-4229

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.
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 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 he/she meets the prerequisites for the course; it is not necessary that he/she 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, he/she is 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.

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/ (http://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 (E.M.B.A.): Executive
• Master of Science in Nursing: Entry Level Accelerated

Credential Programs
• Psychology Internship Pupil Personnel Services Credential Program

Certificate Programs (Academic)
• Clinical Laboratory Sciences Certificate
• Digital Animation Certificate
• Family Nurse Practitioner Certificate
• Film and Media Studies Certificate
• Holistic Health Certificate
• Hospitality, Tourism and Management Certificate
• International Business Certificate
• Music/Recording Industry Certificate
• Paralegal Studies Certificate
• Pre-Health Professions Certificate
• Pre-Nursing Certificate
• Screenwriting Certificate
• Spanish/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 (http://bulletin.sfsu.edu/about-sfsu/degrees-offered/certificates/certificate-information) 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 either ENG 214 Second Year Written Composition: English or 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 (http://www.cel.sfsu.edu) for more information.