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# Admission and Registration

Admission to San Diego State University for post-baccalaureate and graduate study is open to those applicants judged by the university to be fully qualified. The process is competitive and the requirements listed below are only the **minimum** required for admission to the university. Many programs have established additional requirements. Prospective applicants should refer to the departmental listings in this bulletin. Students are also advised to contact the departmental offices as soon as graduate work is contemplated for advice as to how to proceed. Some departments stop reviewing applications earlier than others because space is limited.

## Importance of Filing Complete, Accurate, and Authentic Application Documents

San Diego State University advises prospective students that they must supply complete and accurate information on the application for admission, residency questionnaire, and financial aid forms. Further, applicants must, **when requested**, submit authentic and recently issued official transcripts of all previous academic work attempted. Official transcripts are defined as transcripts that bear the high school or college seal and remain in their original sealed envelope. Failure to file complete, accurate, and authentic application documents by specified deadlines may result in denial of admission and cancellation of registration or academic credit, suspension, or expulsion (Section 41301, Article 1.1, Title 5, *California Code of Regulations*). This requirement is effective from initial contact with the university and throughout the period the academic record is maintained.

## Use of Social Security Number

Applicants are required to include their correct social security number in designated places on applications for admission pursuant to the authority contained in Section 41201, Title 5, *California Code of Regulations*, and Section 6109 of the *Internal Revenue Code* (26 U.S.C. 6109). The university uses the social security number to identify students and their records including identification for purposes of financial aid eligibility and disbursement and the repayment of financial aid and other debts payable to the institution. Also, the Internal Revenue Service requires the university to file information returns that include the student's social security number and other information such as the amount paid for qualified tuition, related expenses, and interest on educational loans. This information is used by the IRS to help determine whether a student, or a person claiming a student as a dependent, may take a credit or deduction to reduce federal income taxes.

Students are issued a nine-digit ID number (Red ID) for transactions that include accessing the SDSU WebPortal, registering for classes, meal plans, using library services, using Blackboard, communicating with The Center for Human Resources, financial transactions, and all student services.

## Schedule Adjustment Policy

The schedule adjustment period allows you to drop a course, add a course, withdraw from the university, and change the grading basis of a course. The schedule adjustment deadline is at 11:59 p.m. on the 10th day from the first day of classes. You are not allowed to make any schedule adjustments after this deadline and are responsible for knowing the current semester's date for this deadline, which can be found on the academic calendar and the *Class Schedule* registration notice. Summer deadlines will vary by session. Consult the *Class Schedule* for specific dates.

## CSU Immunization Requirements

Entering CSU students are required to present proof of the following immunizations to the CSU campus they will be attending before the beginning of their first term of enrollment.

**Measles and Rubella.** All new and readmitted students must provide proof of full immunization against measles and rubella prior to enrollment.

**Hepatitis B.** All new students who will be 18 years of age or younger at the start of their first term at a CSU campus must provide proof of full immunization against Hepatitis B before enrolling. Full immunization against Hepatitis B consists of three timed doses of vaccine over a minimum 4 to 6 months period. If you need further details or have special circumstances, please contact Student Health Services at 619-594-5281 or visit <http://shs.sdsu.edu>.

**Meningococcal Disease Information.** Each incoming freshman who will be residing in on-campus housing will be required to return a form indicating that they have received information about meningococcal disease and the availability of the vaccine to prevent contracting the disease and indicating whether or not the student has chosen to receive the vaccination.

The above are not admission requirements, but are required of students as conditions of enrollment in CSU.

## Application and Admission Process

Admission to San Diego State University for graduate study is a competitive process and open to those applicants who the university judges to be fully qualified to benefit from graduate study. The requirements listed below are the minimum required for admission to the university. Many programs have established additional requirements. Potential applicants should refer to the *Graduate Bulletin* under the departmental listings. Students in their final baccalaureate year who are contemplating graduate study are also advised to contact the departmental offices as soon as possible for information and advice. Some departments stop reviewing applications earlier than others because space is limited.

Graduate and post-baccalaureate students admitted into any admission category must matriculate during their term of admission. An offer of admission cannot be deferred to another term and failure to enroll will result in admission being revoked.

## Application Procedures

Applicants for any type of graduate or post-baccalaureate status (advanced degree applicants and those seeking credentials or advanced certificates) must file an electronic CSU Graduate Admission Application available at <http://www.csumentor.edu> within the appropriate filing period. All applicants, including those who graduated from San Diego State University are also required to complete and submit an application and the \$55 nonrefundable application fee. Applicants for post-baccalaureate programs are limited to the choice of a single CSU campus on each application. In the event that a post-baccalaureate applicant wishes to be assured of initial consideration by more than one campus, it will be necessary to submit separate applications (including fees) to each campus. All masters, doctoral, advanced certificates, and credential students should consult the department or program listing in the *Graduate Bulletin* for the specific department and/or program application instructions. In all cases, applicants should send recently issued official transcripts and examination scores to Graduate Admissions only. Students are required to apply online. Online applications are available at <http://www.csumentor.edu>.

Paper applications are no longer printed for general distribution. If an applicant does not have access to a computer or in the case of other extenuating circumstances preventing an applicant from filing an electronic admission application, the applicant should contact Graduate Admissions to make special arrangements.

## Application Acknowledgment

On-time applicants may expect to receive an acknowledgment from the campuses to which they have applied within two to four weeks of filing the application. The notice may also include a request that applicants submit additional records necessary to evaluate academic qualifications. Applicants may be assured of admission if the evaluation of relevant qualifications indicates that applicants meet CSU admission requirements, and in the case of admission impact, supplemental criteria for admission to an impacted program. Unless specific written approval/confirmation is received, an offer of admission is not transferable to another term or to another campus.

## Admission Requirements

Graduate and post-baccalaureate applicants may apply for a degree objective, a credential or certificate objective, or where approved, may have no program objective. Depending on the objective, the CSU will consider an application for admission as follows:

- **General Requirements.** The minimum requirements for admission to graduate and post-baccalaureate studies at a California State University campus are in accordance with university regulations as well as *California Code of Regulations*, Title 5, Chapter 1, Subchapter 3. Specifically, a student shall at the time of enrollment must: (1) hold an acceptable baccalaureate degree earned at an institution accredited by a regional accrediting association, or have completed equivalent academic preparation as determined by the graduate dean; (2) have attained a grade point average of at least 2.85 in an acceptable earned baccalaureate degree, or at least 2.85 in the last 60 semester (90 quarter) units attempted, or hold an acceptable post-baccalaureate degree earned at an institution accredited by a regional accrediting association; (3) have been in good standing at the last institution attended; and (4) achieved satisfactory scores on all sections of the GRE or GMAT for degree seeking applicants (not required for credential or certificate applicants).

Applicants who do not qualify for admission under provisions (1) and (2) may be admitted by special action if the graduate dean determines that there is other academic or professional evidence sufficient to warrant such action. Applicants from foreign countries see International (Foreign) Student Admission Requirements. **The Division of Graduate Affairs is the only official admissions authority for graduate study at San Diego State University. See the *Graduate Bulletin* for further details.**

Faculty may register for courses in accordance with the Division of Graduate Affairs policies. Faculty holding the rank of instructor and above may be candidates for degrees on this campus. Faculty may not seek degrees or register for courses within their own departments, programs, or schools and retain faculty status in that unit.

### Special Action Admissions

Determination of the admissibility of students by special action shall be governed by the following guidelines when applicable. All applicants for admission by special action must submit at least two letters of recommendation from faculty of the institution that awarded the baccalaureate degree.

1. Students holding baccalaureate degrees from accredited institutions that award credit primarily on a pass-fail basis may be considered for admission providing they meet one of the following criteria:
  - a. At least 60 semester units of letter-graded coursework with a minimal grade point average of 2.85 are included on the student transcripts. Half of these must be at the upper division level.
  - b. If the student transcripts include less than 60 semester units of letter-graded coursework as described above, the applicant may be considered for admission on the basis of the following two criteria: A satisfactory score on both the verbal and quantitative sections of the GRE or GMAT with a minimum mean score of not less than the 30th percentile in each category, and determination by the appropriate faculty unit at San Diego State University that any written documentation of classroom performance the student submits reflects academic achievement equivalent to at least a grade point average of 2.85. Such documentation should include written coursework evaluations by the faculty of the institution awarding the degree and may include other documentation such as baccalaureate theses, etc. A relative weakness in one of these criteria may be offset by a strong performance in the other.

2. Students holding baccalaureate degrees from accredited institutions that award credit for prior experiential learning may be admitted providing that:
  - a. The student meets the 60-unit requirement as described in 1. above when general admission requirements are not met.
  - b. At least 24 semester units of credit in the major field are awarded for classroom and laboratory study during a period of matriculation at the degree-granting institution.
  - c. The student provides from the institution granting the credit full documentation showing how the experiential learning was evaluated and the basis on which such credit was awarded.

## Examination Requirements

The university requires that applicants for admission to advanced degree programs present satisfactory scores on the Graduate Record Examination (GRE) General Test. All sections (Verbal, Quantitative, Analytical Writing) must be completed. GRE scores that are missing any one of the three sections will be considered incomplete and not be accepted. In addition, some programs require that applicants also submit satisfactory scores on the appropriate GRE subject matter test. Some advanced certificate programs require the GRE. Applicants should consult the program listings for specific information. Applicants for admission to the College of Business Administration or the Master of Science in Hospitality and Tourism Management may take the Graduate Management Admissions Test (GMAT) or the GRE; students applying for admission to the concentration in Health Management and Policy in the Graduate School of Public Health may submit scores from either the GRE or the GMAT. Students applying for admission to the MSW/JD program will use LSAT scores in lieu of the GRE. Students applying for admission to the MBA/JD program must submit GMAT or GRE scores. GRE, GMAT, Test of English as a Foreign Language (TOEFL), and IELTS scores should be sent electronically to San Diego State University (Institutional Code 4682 for GRE and TOEFL, and 9LT-2P-73 for GMAT). For complete information on the availability of these tests, students or applicants are invited to contact the Testing Services office on campus.

Students who hold advanced degrees from institutions that are members of the Council of Graduate Schools may be exempt from the GRE requirement. Individuals applying for admission to certain graduate programs may petition to waive the GRE General Test or GMAT requirement if the applicant holds a professional doctoral degree from an institution whose professional program is accredited. The waiver must be recommended by the graduate adviser and approved by the graduate dean. The petitioner must demonstrate that the professional degree is integrally related to the degree program to be pursued at San Diego State University. Applicants to doctoral programs must have taken the GRE.

## Graduate and Post-Baccalaureate English Language Requirement

All graduate and post-baccalaureate applicants, regardless of citizenship, whose native language is not English and whose preparatory education was principally in a language other than English must demonstrate competence in English. Those who do not possess a bachelor's degree from a postsecondary institution where English is the principal language of instruction must receive a minimum score of 550 or higher (using the paper version) or 80 or higher (using the Internet version) on the Test of English as a Foreign Language (TOEFL). Students must obtain a score of 6.5 or better on the International English Language Testing System (IELTS). Individual degree programs may require a higher minimum score. Applicants may be required by a program to submit a score for the Test of Written English (TWE). Several CSU campuses may use alternative methods for assessing fluency in English including Pearson Test of English Academic (PTE Academic), the International English Language Testing System (IELTS), and the International Test of English Proficiency (ITEP).

### Admission Categories

Graduate and post-baccalaureate applicants may apply for a degree objective, a credential or certificate objective, or where approved, may have no program objective. Depending on the objective, the CSU will consider an application for admission as follows:

#### Post-Baccalaureate Standing (Unclassified)

Exchange students (non-foreign), visitors from other CSU campuses, and other transitory students may be admitted for one semester as unclassified graduate students.

#### Post-Baccalaureate Standing (Classified)

A student wishing to be admitted to a program leading to a credential **only** or to an advanced certificate **only** (not an advanced degree) must meet the criteria specified under General Admission Requirements. A student must also meet the professional, personal, scholastic, and other standards prescribed by the appropriate department and the Graduate Council. The applicant should contact the department or school involved for information concerning specific admission requirements and should submit a departmental application during the appropriate filing period. Admission with post-baccalaureate standing (classified) does not constitute admission to, or assurance of consideration for admission to, advanced degree curricula.

#### Graduate Standing (Classified)

A student wishing to be admitted to a program of study leading to an advanced degree must meet the criteria specified under General Admission Requirements and, in addition, must:

- Achieve a satisfactory score on the GRE General Test. (Students holding an advanced degree from an institution that is a member of the Council of Graduate Schools are exempted from this requirement; students applying to the College of Business Administration will take the GMAT or GRE).
- Satisfy the special departmental or college requirements as stated in Part Five of the *Graduate Bulletin* under "Courses and Curricula by Department."
- Meet the professional, personal, and scholastic standards for graduate study established by the department and the Graduate Council.

Students admitted with graduate standing (classified) are admitted to authorized advanced degree curricula and may enroll in 600-, 700-, and 900-numbered courses.

#### Graduate Standing (Conditional Classified)

A student wishing to be admitted to a program of study leading to an advanced degree who meets the criteria specified under General Admission Requirements but who has deficiencies in the criteria for classified graduate standing may be granted conditional classified graduate standing, if the deficiencies can be met by specific additional preparation, including qualifying examinations. Students who have not completed the GRE/GMAT requirement and/or the TOEFL/IELTS requirement will not be eligible for conditional admission. Not more than 15 semester units may be assigned to satisfy undergraduate deficiencies in the major and normally all course conditions must be met within one year (three academic terms: fall, spring, summer) from the time of initial enrollment. Students admitted with conditional classified graduate standing are admitted to authorized advanced degree curricula and may enroll in 600- and 700-numbered courses. Once the conditions established by the department, school, or college have been met, the student should request that the program graduate adviser file a change of status form with the Division of Graduate Affairs.

#### Post-Baccalaureate Standing (Conditional Classified, Credential, and Certificate)

A student wishing to be admitted to a program of study leading to a credential in professional education or a certificate program who meets the criteria specified under General Admission Requirements but who has deficiencies for classified post-baccalaureate standing to the department's credential or certificate program may be granted conditional classified post-baccalaureate standing, if the deficiencies can be met by specific additional preparation,

including qualifying examinations. No more than 18 semester units may be assigned to satisfy deficiencies in prerequisite education and subject matter competency coursework and all coursework must be met within one year (three academic terms: fall, spring, summer) from the time of initial enrollment unless written documentation of specific subject matter deficiency can be provided by the designated campus adviser. Once the conditions established by the department, school, or college have been met, the student should confirm that a change of status has been updated through the sponsoring departmental office for cross-campus records.

#### Continuing Students

Students enrolled in the university with post-baccalaureate standing who wish to request acceptance into an advanced degree curriculum with graduate standing (classified or conditionally classified) must file a CSUMentor application. Applicants for any type of graduate degree or post-baccalaureate status (advanced degree applicants and those seeking credentials or advance certificates) must file an electronic CSU Graduate Admissions application available at <http://arweb.sdsu.edu/es/admissions/grad> during the appropriate filing period. All applicants, including those who graduated from San Diego State University are also required to complete and submit an application and the \$55 nonrefundable application fee. Reports of the scores of the GRE General Test or the GMAT where appropriate must be on file at the university before continuing students may apply for graduate standing (classified).

#### Second Bachelor's Degree

San Diego State University is only accepting applications for a second bachelor's degree in nursing. For additional information and a listing of admission requirements, please refer to the *General Catalog*.

#### Second Master's or Doctoral Degree

A student desiring to work on a second master's or doctoral degree must petition the Graduate Council for permission to enter a curriculum leading to the second degree. Students must reapply to the university if they have completed a master's or doctoral degree if they choose to pursue a second degree program.

### Intrasystem and Intersystem Enrollment Programs

Students enrolled at San Diego State University have access to courses at other CSU campuses on a space available basis unless those campuses or programs are impacted or desired programs or admission categories are closed. This access is offered without students being required to be admitted formally to the host campus and sometimes without paying additional fees. Although courses taken on any CSU campus will transfer to the student's home CSU campus as elective credit, students should consult their San Diego State University academic adviser to determine how such courses may apply to their specific degree programs before enrolling at the host campus.

The academic calendar lists specific deadlines. For students participating in the CSU visitors' program, units completed at the visitor campus will be considered resident units; they will not, however, be calculated into the San Diego State University grade point average.

There are two programs for enrollment within the CSU and one for enrollment between CSU and the University of California or California community colleges. Additional information about these programs is available from the Office of the Registrar.

#### CSU Concurrent Enrollment

Matriculated students in good standing may enroll on a space available basis at San Diego State University and a host CSU campus during the same term. Credit earned at the host campus is reported at the student's request to San Diego State University to be included on the student's transcript at the home campus. Many online courses at CSU campus are available for concurrent enrollment.

### Filing of Transcripts

The applicant must arrange to have one set of recently issued official transcripts from EACH college or university attended sent to Graduate Admissions. Transcripts should only be requested to be sent AFTER

the CSU application has been submitted online. Transcripts requested should include all extension, correspondence, summer session, study abroad, or evening courses.

A transcript will be considered official and accepted to meet the regulations governing admission only if forwarded directly by the institution attended or sent to the student in a sealed and signed envelope. All records or transcripts received by the university become the property of the university and **will not be released nor will copies be made.**

Timely filing of official transcripts is essential. Failure to furnish such records will delay or preclude consideration for admission to post-baccalaureate and graduate study at the university.

Students pending graduation must submit an official transcript verifying completion of an undergraduate degree within the first semester of attendance. Students who fail to submit their final degree transcript will not be eligible to register the following semester. Students who are restricted from registering will be required to reapply for admission. Foreign and domestic students from foreign universities whose undergraduate degrees have not been verified on an official transcript may submit an official letter of completion from the foreign university.

## Determination of Residency for Tuition Purposes

University requirements for establishing residency for tuition purposes are independent from those of other types of residency, such as for tax purposes, or other state or institutional residency. These regulations were promulgated not to determine whether a student is a resident or nonresident of California, but rather to determine whether a student should pay tuition on an in-state or out-of-state basis. A resident for tuition purposes is someone who meets the requirements set forth in the Uniform Student Residency Requirements. These laws governing residency for tuition purposes at the California State University (CSU) are *California Education Code* sections 68000-68085, 68120-68134, and 89705-89707.5, and *California Code of Regulations*, Title 5, Subchapter 5, Article 4, sections 41900-41916. This material can be viewed on the Internet by accessing the CSU website at <http://www.calstate.edu/GC/resources.shtml>.

The Office of Admissions is responsible for determining the residency status of all new and returning students based on the Application for Admission and the Residency Questionnaire. The Office of the Registrar determines residency status for currently enrolled students using the Reclassification Request Form, and, as necessary, other evidence furnished by the student. A student who fails to submit adequate information to establish eligibility for resident classification will be classified as a nonresident.

Generally, establishing California residency for tuition purposes requires a combination of physical presence and intent to remain indefinitely. An adult who, at least 366 days prior to the residency determination date for the term in which enrollment is contemplated, can demonstrate both physical presence in the state combined with evidence of intent to remain in California indefinitely may establish California residency for tuition purposes. A minor normally derives residency from the parent(s) they reside with or most recently resided with.

Evidence demonstrating intent may vary from case to case but will include, and is not limited to, the absence of residential ties to any other state, California voter registration and voting in California elections, maintaining California vehicle registration and driver's license, maintaining active California bank accounts, filing California income tax returns and listing a California address on federal tax returns, owning residential property or occupying or renting an apartment where permanent belongings are kept, maintaining active memberships in California professional or social organizations, and maintaining a permanent military address and home of record in California.

Nonresident students seeking reclassification are required to complete a supplemental questionnaire that includes questions concerning their financial independence. Financial independence is required, along with physical presence and intent, to be eligible for reclassification. Financial independence is established if in the calendar year the reclassification application is made **and** in any of the three calendar years preceding the reclassification application the student:

- has not and will not be claimed as an exemption for state and federal tax purposes by his/her parent;
- has not and will not receive more than seven hundred and fifty dollars (\$750) per year in financial assistance from his/her parent; **and**
- has not lived and will not live longer than six (6) weeks in the home of his/her parent.

A nonresident student who has been appointed as a graduate student teaching assistant, a graduate student research assistant, or a graduate student teaching associate on any CSU campus and is employed on a 0.49 or more time basis is exempt from the financial independence requirement.

Non-citizens establish residency in the same manner as citizens, unless precluded by the Immigration and Nationality Act from establishing domicile in the United States.

Exceptions to the general residency requirements are contained in *California Education Code* sections 68070-68085 and *California Code of Regulations*, Title 5, Subchapter 5, Article 4, sections 41906-41906.6, and include, but are not limited to, certain members of the military and their dependents, certain credentialed employees of school districts and most students who have attended three or more years of high school in California and graduated from a California high school or attained the equivalent of graduation. Whether an exception applies to a particular student cannot be determined before the submission of an application for admission and, as necessary, additional supporting documentation. Because neither campus nor Chancellor's Office staff may give advice on the application of these laws, applicants are strongly urged to review the material for themselves and consult with a legal adviser.

Residency determination dates are set each term.

### Semester Term Campuses

Fall	September 20
Spring	January 25
Summer	June 1

CalState TEACH operates on a trimester system. The residency determination dates for CalState TEACH are as follows:

Fall	September 20
Spring	January 5
Summer	June 1

Students classified as non-residents may appeal a final campus decision within 120 days of notification by the campus. A campus residency classification appeal must be in writing and submitted to:

The California State University  
Office of General Counsel  
401 Golden Shore, 4th Floor  
Long Beach, CA 90802-4210

The Office of General Counsel can either decide the appeal or send the matter back to the campus for further review. Students incorrectly classified as residents or incorrectly granted an exception from nonresident tuition are subject to reclassification as nonresidents and payment of nonresident tuition in arrears. If incorrect classification results from false or concealed facts, the student is also subject to discipline pursuant to Section 41301 of Title 5 of the *California Code of Regulations*.

Resident students who become nonresidents or who no longer meet the criteria for an exception must immediately notify the Office of the Registrar. Changes may have been made in the rate of nonresident tuition and in the statutes and regulations governing residency for tuition purposes in California between the time this information is published and the relevant residency determination date. Students are urged to review the statutes and regulations stated above.

## International (Foreign) Student Admission Requirements

San Diego State University offers opportunities for undergraduate and graduate study to international students whose academic preparation meets the standards for admission. International applicants include those who hold U.S. temporary visas as students, exchange visitors, or in other non-immigrant classifications. SDSU uses separate requirements in the admission of international students. Verification of English proficiency (see section on English Language Requirement for undergraduate applicants), financial resources, and academic performance are important considerations for admission.

International students who plan to attend SDSU on an F-1 student visa and have course work completed at schools outside the U.S. should complete the CSUMentor international application to apply for admission.

Applicants for any type of graduate or post-baccalaureate study at San Diego State University must: (a) hold an acceptable baccalaureate degree from an accredited institution or one approved by a department and/or ministry of education in the host country; or have completed equivalent academic preparation as determined by the graduate dean; (b) have attained a cumulative grade point average of at least 3.0; (c) have been in good standing at all universities

## Admission and Registration

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attended; and (d) have satisfactory scores on all sections of the GRE or GMAT and TOEFL/IELTS if required. Applicants who do not qualify for admission under provisions (a) and (b) may be admitted by special action if the graduate dean determines that there is other academic or professional evidence sufficient to warrant such action.

Applicants with three-year degrees from a foreign university can be admitted to graduate programs with department approval if they meet the following conditions:

1. The degree is from an accredited institution or one approved by the Ministry of Education in the host country.
2. The degree is verifiable from the student's official transcript;
3. The San Diego State University graduate adviser or department chair makes a strong written recommendation for admission supporting why this student is important to their program and verifying the student has fulfilled preparation for the degree coursework.

All students in this category will be admitted as conditionally classified students with appropriate conditions for being granted classified standing and a deadline by which the conditions must be met that is no later than two semesters after entry to the program. Applicants with three-year degrees in progress are not eligible for graduate consideration.

**Insurance Requirement:** As a condition of receiving an I-20 or DS2019 form, all F-1 and J-1 visa applicants must agree to obtain and maintain health insurance as a condition of registration and continued enrollment. Such insurance must be in amounts as specified by the United States Information Agency (USIA) and National Association of Foreign Student Advisers (NAFSA). The campus president or designee shall determine which insurance policies meet these criteria. Further information may be obtained from the International Student Center or go to <http://www.sdsu.edu/international>.

**American Language Institute:** If English instruction is needed prior to admission to SDSU, students may enroll in the American Language Institute (ALI). The ALI offers academic preparation in English language reading, writing, and listening skills necessary for university success.

**Housing and Scholarship:** Arrangements for housing should be completed well in advance of the student's arrival to campus. Detailed information regarding housing may be obtained from the Office of Housing Administration website at <http://www.sdsu.edu/housing>. Scholarship aid for entering foreign students is limited. All admitted foreign students will be required to provide evidence of funding for a minimum of one academic year.

Upon arrival at SDSU, the student should contact the International Student Center.

### Limitation of Enrollment

Admission to the university is limited to the number of students for whom an adequate education can be provided by the staff and facilities available. San Diego State University may limit graduate enrollment on the basis of field and aptitude of the applicant.

Members of the faculty of San Diego State University holding appointments at or above rank of instructor or lecturer may not be candidates for degrees on this campus. Faculty may register for courses in accordance with Division of Graduate Affairs policies.

### Registration

San Diego State University students register online at <http://www.sdsu.edu/portal>. On campus registration is not conducted. The *Class Schedule* is available at <http://www.sdsu.edu/schedule> and contains specific information on registration, the courses offered for the term, and a listing of the fees required for enrollment. Students will not be permitted to register until fees are paid. Payment of fees by itself does not constitute registration. **A student is considered registered when: 1) fees have been paid, and 2) at least one course has been added prior to the first day of classes.**

**Late Registration.** Late registration is allowed during the schedule adjustment period each semester. Students wishing to register late must pay registration fees plus a \$25.00 late fee by 3:30 p.m. on the 10th day from the first day of classes. After receiving an add code from the instructor of the course the student wants to add, the student must access the SDSU WebPortal to officially register. The last day to add/drop classes is by 11:59 p.m. on the 10th day from the first day of classes.

**Improper Registration in Graduate Courses.** Only undergraduate students who are completing their bachelor's degree and who have filed a formal request for permission to enroll for concurrent master's degree credit or for concurrent post baccalaureate credit may be authorized to enroll in 600 and higher numbered courses. Undergraduate students who have not received permission for concurrent enrollment may not enroll in 600 or higher numbered courses for any purpose without the prior permission of the graduate dean. Undergraduates who enroll in advanced courses without permission are subject to administrative disenrollment. The registration for graduate students who have not met the stated prerequisites for Course 799A, Thesis, at the time of registration may be canceled.

### Concurrent Master's Degree Credit

The bachelor's degree must be earned at the end of the semester or term in which the concurrent credit is earned. Concurrent advanced degree credit must be earned during the final semester of the undergraduate degree. Concurrent credit will not be granted retroactively.

Senior undergraduate students requesting to take concurrent master's degree credit must petition the Graduate Dean and meet the following criteria:

1. A senior who has met all of the required freshman competency requirements in writing and mathematics (EPT and ELM) or is currently registered in competency coursework;
2. Have a minimum grade point average of at least a 3.0 in the last 60 semester units attempted;
3. Student is within 12 units of completing requirements for the bachelor's degree;
4. Attempts no more than a maximum of 15 units. The maximum number of units that may be earned as concurrent master's degree credit is determined by the difference between the number of units remaining for the bachelor's degree and 15;
5. Courses taken for concurrent advanced degree credit must be approved by the department. Courses are to be at the 500-numbered and certain 600- and 700-numbered courses;
6. Petitions may be obtained from the Division of Graduate Affairs and must be submitted to the Office of Advising and Evaluations by the end of the third week of classes of the semester or term in which the concurrent credit is earned;
7. The student must have on file a current application for graduation with the bachelor's degree.

### Concurrent Post-Baccalaureate Credit

#### Applicable to the "Fifth Year" Credential Requirement only

Concurrent post-baccalaureate credit may be earned during the final semester or summer term by seniors admitted to the College of Education who meet all of the following qualifications:

1. Have a minimum grade point average of 2.85 on the last 60 units attempted;
2. Complete coursework in excess of graduation requirements during the semester (or summer term) when graduation occurs;
3. Attempt no more than 21 units during the final undergraduate semester;
4. Request no more than a maximum of 12 units of 300-, 400-, 500-, or 900-numbered courses for post-baccalaureate credit;
5. Submit a petition before the end of the first week of classes of the final undergraduate semester (or term) when graduation occurs;
6. Petition the assistant dean of the College of Education;
7. Graduate at the end of the semester (or summer term) the petition is made.

Extension courses are not acceptable for concurrent post-baccalaureate credit. Concurrent post-baccalaureate credit will not be granted retroactively.

Petition forms are available in the Office of the Registrar, Student Services West, Room 1641.

# Fees

**The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after fees are initially charged or initial fee payments are made, to increase or modify any listed fees. All listed fees, other than mandatory systemwide fees, are subject to change without notice, until the date when instruction for a particular semester or quarter has begun. All CSU listed fees should be regarded as estimates that are subject to change upon approval by the Board of Trustees, the Chancellor, or the Presidents, as appropriate. Changes in mandatory systemwide fees will be made in accordance with the requirements of the Working Families Student Fee Transparency and Accountability Act (Sections 66028 - 66028.6 of the Education Code).**

**For updated information regarding the fee structure for 2015-2016 refer to the online *Class Schedule* or *Student Account Services* website at <http://www.sdsu.edu/sas>.**

Tuition and fees must be paid prior to accessing the WebPortal to register. Payments are accepted for the exact amount of fees. Overpayments of \$10.00 or less are refunded only upon request. If your payment for tuition and fees is returned by the bank for any reason, your registration may be canceled and you will be billed \$55.00 (a dishonored payment charge of \$35.00 and late fee of \$20.00). Payment of tuition and fees should be made online or by check or money order. The university reserves the right to refuse payment by personal check, eCheck, or credit card from those individuals who have previously had items returned unpaid by their bank. Refunds may be applied against other amounts due to the university. Checks to be made payable to SDSU. Do not mail cash.

You may pay your fees online using your checking account information (eCheck). There is no additional fee assessed for this service. Visit the Student Account Services website at <http://www.sdsu.edu/sas> and see Online Student Account Services.

In cooperation with SDSU, CASHNet™SmartPay allows students to pay their tuition and fees and/or out-of-state tuition with MasterCard, Discover Card, or American Express card. CASHNet™SmartPay is accessed directly from your online student account. Visit the Student Account Services website at <http://www.sdsu.edu/sas> and see Online Student Account Services. CASHNet™SmartPay assesses each customer a service charge based on the transaction amount. See the website for details.

Payments made via CASHNet™SmartPay or via eCheck are received by Student Account Services no later than the next business day, so the registration process is not delayed.

## ADMINISTRATIVE / FINANCIAL HOLDS

All administrative and financial holds must be cleared prior to submittal of payment for registration or other university services. See "Fees and Debts Owed to the Institution" in this section of the catalog. Acceptance of payment by the university does not constitute completion of registration or guarantee of services if any kind of administrative or financial hold exists.

Depending on the situation, you may be required to clear your hold with cash, money order, or certified check.

## BASIC TUITION FEES – ALL STUDENTS

(On basis of units carried.)

**The following reflects applicable systemwide fees. These fees are subject to change. Fee payment information and instructions are in Money Matters available at <http://www.sdsu.edu/sas>.**

Auditors pay same fees as students carrying courses for credit. Nonresident (foreign and out-of-state) students pay additional fees – see information below. Thesis extension, other zero unit courses, and half unit courses are charged as one unit for fee purposes.

### BASIC TUITION AND FEES

#### FALL 2015/SPRING 2016, Per Semester

<i>Units Attempted</i>	<i>Basic Tuition and Fees</i>
<b>Undergraduate</b>	
0 units – 6.0 units.....	\$2,339.00
6.1 or more units.....	\$3,488.00
<b>Graduate</b>	
0 units – 6.0 units.....	\$2,705.00
6.1 or more units.....	\$4,121.00
<b>Teaching Credential Candidates</b>	
0 units – 6.0 units.....	\$2,594.00
6.1 or more units.....	\$3,926.00

<i>Units Attempted</i>	<i>Basic Tuition and Fees</i>
<b>Education Doctoral Students *</b>	
0 units – 6.0 units.....	\$6,311.00
6.1 or more units.....	\$6,311.00
<b>Nursing Doctoral Students *</b>	
0 units – 6.0 units.....	\$7,922.00
6.1 or more units.....	\$7,922.00
<b>Physical Therapy Doctoral Students *</b>	
0 units – 6.0 units.....	\$8,826.00
6.1 or more units.....	\$8,826.00

\* Does not include joint doctoral students.

Tuition and fees above include a Student Body Association Fee of \$35.00, a Student Union Fee of \$237.00, a Health Facilities Fee of \$25.00, an Instructionally Related Activities Fee of \$180.00, a Health Services Fee of \$150.00, a Library Use Fee of \$25.00, a Student Success Fee of \$100.00, and a Basic Tuition Fee of either \$1,587.00 or \$2,736.00 for undergraduate students, \$1,953.00 or \$3,369.00 for graduate students, \$1,842.00 or \$3,174.00 for teaching credential candidates, or \$5,559.00 for education doctoral students, \$7,170.00 for nursing doctoral students, or \$8,074.00 for physical therapy doctoral students, depending on unit load.

Imperial Valley Campus students pay a Student Body Association Fee of \$65.00, a Student Union Fee of \$24.00, a Health Facilities Fee of \$3.00, a Health Services Fee of \$10.00, and an Instructionally Related Activities Fee of \$15.00. Imperial Valley Campus students do not pay the Library Use Fee. See *Imperial Valley Campus Bulletin* for details.

The total fee paid per term will be determined by the number of units taken.

Mandatory systemwide fees are waived for those individuals who qualify for such exemption under the provisions of the *California Education Code*. See "Exemptions" in this section of the catalog.

Students are charged campus fees in addition to tuition fees and other systemwide fees.

**Optional Fees:** The CSU Board of Trustees adopted the Student Involvement and Representation Fee (SIRF), establishing a stable funding model for the California State Student Association (CSSA). The new funding model expands independence and builds capacity to engage students in advocacy and policy making. The funding model consists of a \$2 per-term fee assessed to each CSU student, on a voluntary basis, allowing the choice to opt-out each semester.

### PROFESSIONAL PROGRAM FEE

Graduate students in the College of Business must pay an additional \$254.00 per unit for all units taken as a requirement for graduation for the following degrees. This fee is in addition to basic tuition and fees and nonresident tuition.

- MBA Master of Business Administration
- MS Accountancy
- MS Business Administration
- MS Information Systems

A fee waiver is available for courses that are not used to meet degree requirements (excluding prerequisite courses). Contact the Graduate Business Programs Office, Education and Business Administration, Room 448, for details.

### TUITION FOR NONRESIDENT STUDENTS

#### (Foreign and Out-of-State)

Nonresident tuition is paid in addition to basic tuition and fees and other systemwide fees charged to all students. Tuition will be charged for all units attempted. The total nonresident tuition paid per term will be determined by the number of units taken.

Per unit.....	\$372.00
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## Fees

(Mandatory systemwide fees are waived for those individuals who qualify for such exemption under the provisions of the *California Education Code*. For fee-paying purposes, zero unit and half-unit courses are counted as one unit. See **Liability for Payment** section for additional important information.)

Health insurance (mandatory for foreign students)	
Per year, approximately .....	\$700.00

### Cost of Living

San Diego State University establishes standard student budgets in coordination with the California State University system that meet federal requirements. Student budgets, updated annually to account for inflation are currently:

#### Costs of Attendance for the 2015-2016 Academic Year

	Living off Campus	Living on Campus	Commuting from Home
Basic tuition and fees .....	\$6,976	\$6,976	\$6,976
Books and supplies .....	1,804	1,804	1,804
Food and housing .....	11,444	15,826	4,197
Transportation .....	1,864	1,454	1,499
Miscellaneous/Personal .....	<u>1,392</u>	<u>1,392</u>	<u>1,392</u>
Total .....	\$23,480	\$27,452	\$15,868

The academic year basic tuition and fees for teacher credential students are \$7,852. Basic tuition and fees are \$8,242 for post-baccalaureate students, \$12,622 for education doctoral (Ed.D.) students, and \$17,652 for physical therapy doctoral students. Graduate business students in selected degree programs pay an additional \$254 per unit (refer to the Professional Program Fee information). Nonresident tuition is an additional \$372 per unit.

#### All fees and costs are subject to change without notice.

The California State University (CSU) makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after initial fee payments are made, to increase or modify any listed fees, without notice, until the date when instruction for a particular semester has begun. All CSU listed fees should be regarded as estimates that are subject to change upon approval by the Board of Trustees.

### PARKING FEES

Nonreserved parking space, per semester .....	\$135.00
Less than four-wheeled, self-propelled vehicle (motorcycle, moped) .....	\$34.00
Combined student/overnight parking surcharge, per semester .....	\$213.00

Section 42201 of Title 5, *California Code of Regulations*, provides for the waiver of campus parking fees for students with disabilities who have been issued a DMV placard or license plate, and who meet low income requirements. For further information regarding eligibility, contact the Student Disability Services Office (Calpulli Center, Room 3101).

### MISCELLANEOUS FEES

(Fees payable when service is rendered.)

Application for admission or readmission (NONREFUNDABLE) .....	\$55.00
Athletic cheer team membership fee (fee range based on planned competitions and available resources) ....	\$500 to \$1,500
Athletic winter guard membership fee (fee range based on yearly travel plans) .....	\$600 to \$1,500
Counseling Diversion Program fee.....	\$100.00
Counseling Diversion Program fee (missed appointment) ....	\$30.00
Credential application fee* .....	\$55.00

Credential evaluation fee .....	\$25.00
Diploma replacement fee .....	\$12.00
Document copying fee (per page).....	\$1.00
Enrollment confirmation deposit (NONREFUNDABLE) .....	\$400.00
Fingerprinting fee (live scan) plus applicable DOJ and FBI fees.....	\$20.00
Graduation services fee .....	\$55.00
Interest inventory assessment fee .....	\$10.00
Internet reconnect fee (wired/wireless) .....	\$150.00
Late course forgiveness fee .....	\$20.00
Late fee (failure to meet administratively required appointment or time limit) .....	\$20.00
Late key fee .....	\$30.00
Late registration (NONREFUNDABLE) .....	\$25.00
Latin diploma fee .....	\$22.00
Lock and locker fee (optional) .....	\$1.00
Loss of or damage to library materials Replacement cost plus service charge .....	\$8.00
Lost key fee (per key) (Late fee also charged when applicable) .....	\$50.00
Musical instrument and audio/visual equipment fee .....	\$20.00
Photo-identification card (one-time cost to new undergraduate and graduate students at time of registration (NONREFUNDABLE) .....	\$18.00
Photo-identification card replacement fee .....	\$20.00
Police report fee .....	\$10.00
Registration installment plan service charge (NONREFUNDABLE) .....	\$60.00
Resident affiliate program (RAP) fee .....	\$25.00
Returned payment fee ** .....	\$35.00
Teacher Education Credential Application processing/advising fee .....	\$25.00
Tow fee .....	\$150.00
Towel fee (optional) .....	\$4.00
Transcript of record, official (per transcript) .....	\$7.00
Official Transcript of Record - On Demand (per transcript) (\$20.00 for first transcript and \$5.00 for each additional on demand transcript printed at the same time.).....	\$20.00
Tuition (Foreign and Out-of-State) installment plan service charge .....	Equal to 15% of each installment payment
Vehicle boot fee .....	\$150.00

\* Established by and payable to the California Commission on Teacher Credentialing.

\*\* Late fee also charged when applicable.

### MISCELLANEOUS INSTRUCTIONAL COURSE CHARGES

Optional and mandatory course charges are assessed for a number of courses and laboratories offered at SDSU.

A list of the courses and fee amounts can be found at <http://www.sdsu.edu/sas> under Money Matters. The courses are also footnoted in the *Class Schedule*.

### INSTALLMENT PLAN

**Basic Tuition and Fees.** An installment plan is available for students who wish to pay their basic tuition and fees in payments. There is a \$60.00 service charge for this service, paid at the time the initial payment is made. Additional information and instructions are available in the Money Matters section of the Student Account Services website.

**Tuition (Foreign and Out-of-State).** An installment plan is available for students who wish to pay their tuition in payments. There is a 15% service charge applied to each installment payment. Additional information and instructions are available on the Student Account Services website at <http://www.sdsu.edu/sas>.

## CREDIT CARDS

Student Account Services/Cashiers does not accept credit cards for payment of tuition and fees except as applicable under the terms of the Installment Plan. Visa and MasterCard debit cards may be used for payment of student fees. American Express, MasterCard, Visa, and Discover Card charge cards are accepted for other payments, such as housing, parking, health services, continuing education, installment payments, and miscellaneous over-the-counter payments. In cooperation with SDSU, CASHNet™SmartPay does afford students the choice to use a credit card (American Express, MasterCard, Discover Card and Diners Club Card) to pay tuition and fees online. Refer to fees section on previous page. Most ATM cards are also accepted for payment of miscellaneous charges. Additional information is available from Student Account Services.

## LIABILITY FOR PAYMENT

Whether or not an invoice is received from the university, students are liable for payment of all tuition and fees related to **units held on or added after the close of business on the 12th day** following the commencement of instruction. Foreign and out-of-state students are also liable for tuition related to all **units held on or added after the close of business on the 12th day** following the commencement of instruction.

All continuing students participating in online registration must make tuition and fee payments by the deadline as instructed.

Nonresident (foreign and out-of-state) tuition must be paid prior to the first day of classes. Nonresident and foreign students must pay or sign up for the Tuition Installment Plan for a minimum of 12 units (9 units graduate) at the time of registration. Undergraduate foreign students wishing to pay fewer than 12 units and graduate students wishing to pay fewer than nine units must submit an approved Application for Reduced Course Load available through the International Student Center.

**IT IS THE STUDENT'S RESPONSIBILITY TO BE AWARE OF TOTAL TUITION AND FEES DUE.** Additional fees that may become due as a result of units added during the semester must be paid at Student Account Services/Cashiers at the time the units are added. Note fee schedule above. **LATE PAYMENTS FOR TUITION AND FEES ARE SUBJECT TO AN ADDITIONAL LATE FEE AND APPLICABLE SERVICE CHARGES.**

## DISHONORED CHECK

If your check (either paper or electronic) is returned or not accepted by the bank for ANY REASON, you will be billed for the \$35.00 dishonored payment charge and the \$20.00 late fee when applicable. Nonpayment of tuition or fees may result in cancellation of your registration and withholding of further services until all financial liabilities have been resolved.

The university reserves the right to refuse payment by personal check, eCheck, or credit card from those individuals who have previously had items returned unpaid by their bank.

## REFUND OF MANDATORY FEES, INCLUDING NONRESIDENT TUITION

Regulations governing the refund of mandatory fees, including nonresident tuition, for students enrolling at the California State University are included in Section 41802 of Title 5, *California Code of Regulations*. For purposes of the refund policy, mandatory fees are defined as those systemwide and campus fees that are required to be paid in order to enroll in state-supported academic programs at the California State University. Refunds of tuition and fees charges for self-support, special session, and extended education programs or courses at the California State University are governed by a separate policy established by the university, available at <http://www.sdsu.edu/sas>.

In order to receive a full refund of mandatory fees, less an administrative charge established by the campus, including nonresident tuition, a student must cancel registration or drop all courses prior to the first day of instruction for the term. Information on procedures and deadlines for canceling registration and dropping classes is available at <http://www.sdsu.edu/registrar>.

For state-supported semesters, quarters, and non-standard terms or courses of four (4) weeks or more, a student who withdraws during the term in accordance with the university's established procedures or drops all courses prior to the campus-designated drop period will receive a refund of mandatory fees, including nonresident tuition, based on the portion of the term during which the student was enrolled. No student withdrawing after the 60 percent point in the term will be entitled to a refund of any mandatory fees or nonresident tuition.

A student who, within the campus designated drop period and in accordance with the campus procedures, drops units resulting in a lower tuition and/or mandatory fee obligation shall be entitled to a refund of applicable tuition and mandatory fees less an administrative charge established by the campus.

For state-supported non-standard terms or courses of less than four (4) weeks, no refunds of mandatory fees and nonresident tuition will be made unless a student cancels registration or drops all classes in accordance with the university's established procedures and deadlines, prior to the first day of instruction for state-supported non-standard terms or courses or prior to the first meeting for courses of less than four (4) weeks.

Students will also receive a refund of mandatory fees, including nonresident tuition, under the following circumstances:

- The fees were assessed or collected in error;
- The course for which the fees were assessed or collected was cancelled by the university;
- The university makes a delayed decision that the student was not eligible to enroll in the term for which mandatory fees were assessed and collected and the delayed decision was not due to incomplete or inaccurate information provided by the student; or
- The student was activated for compulsory military service.

Students who are not entitled to a refund as described above may petition the university for a refund demonstrating exceptional circumstances and the chief financial officer of the university or designee may authorize a refund if he or she determines that the tuition and fees were not earned by the university.

Information concerning any aspect of the refund of fees may be obtained from Student Account Services. Refunds may be applied against other amounts due to the university.

## RETURN TO TITLE IV FINANCIAL AID REQUIREMENTS

The following policy is required by the Higher Education Amendments of 1998 (Public Law 105-244, enacted October 7, 1998).

When a student who has received Title IV financial aid withdraws, or otherwise fails to complete a period of enrollment for which he or she was charged, the institution is required to determine if unearned aid must be returned to the federal accounts. Calculations will be based on the withdrawal date and the percentage of the period of enrollment completed. If Title IV funds have been disbursed during the enrollment period, aid will first be returned by the institution to the programs in the order listed below as required by law and determined by the university. If funds have been disbursed directly to the student, he or she may be required to repay any unearned aid. In some cases where eligibility for aid exceeds the amount disbursed, the regulations allow for a post-withdrawal disbursement. If eligible for a post-withdrawal disbursement, the university will notify you of the process required to receive the funds.

Title IV Financial Aid consists of the following programs:

- Unsubsidized William D. Ford Federal Direct Loan
- Subsidized William D. Ford Direct Loan
- Federal Perkins Loan
- William D. Ford Federal Direct PLUS Loan
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Teach Grant

Examples of refund calculations are available upon request at Student Account Services.

**REFUND OF PARKING FEES**

**Refunds are not automatic.** This schedule of refunds refers to calendar days, commencing on the date of the term when instruction begins.

Nonreserved space per semester:

<i>Period</i>	<i>Amount of Refund</i>
First week of class .....	100 percent of fee
Second and third week .....	75 percent of fee
Fourth week through end of sixth week .....	50 percent of fee
Seventh week through tenth week .....	25 percent of fee
Eleventh week through end of term .....	None

Your parking permit must be turned in to Student Account Services at the time you file your refund application. Refund applications are available at Student Account Services. The amount of refund is rounded down to the nearest dollar. No refund is made for amounts of \$5.00 or less. Refunds may be applied against other amounts due to the university.

**LATE REGISTRATION FEE**

The Late Registration fee (\$25) pertains to those students who register during Late Registration. Newly admitted students **MAY** be exempted from this fee. The registration process is not complete until all fees due are paid and you are officially enrolled in classes through the Office of the Registrar.

**CANCELLATION OF REGISTRATION OR WITHDRAWAL FROM THE UNIVERSITY**

Students who find it necessary to cancel their registration or to withdraw from all classes after enrolling for any academic term **are required** to follow the university's official withdrawal procedures. Failure to follow formal university procedures may result in an obligation to pay fees as well as the assignment of failing grades in all courses and the need to apply for readmission before being permitted to enroll in another academic term. Information on canceling registration and withdrawal procedures is available from the Office of the Registrar.

Students who receive financial aid funds **must consult** with the Office of Financial Aid and Scholarships prior to withdrawing from the university regarding any required return or repayment of grant or loan assistance received for that academic term or payment period. Students who have received financial aid and withdraw from the institution during the academic term or payment period may need to return or repay some or all of the funds received, which may result in a debt owed to the institution.

**APPEALS PROCESS – STUDENT ACCOUNT SERVICES**

An appeals process exists for students who believe that individual circumstances warrant exceptions from published policy. Students should file a "Petition for Special Consideration" obtainable at Student Account Services. Petitions must be filed with Student Account Services **prior to the end of the 12th week of classes.**

Petitions for refunds outside the scope of published policy are approved only when applicants can demonstrate exceptional circumstances, and the chief financial officer or designee determines that the tuition and fees were not earned by the university.

**SUMMER SESSION FEES**

Refer to SDSU Summer Session *Class Schedule* for schedule of fees.

**COLLEGE OF EXTENDED STUDIES COURSE FEES**

Refer to College of Extended Studies Catalog for schedule of fees.

**EXEMPTIONS**

Students receiving vocational rehabilitation benefits (U.S. Code, Title 38, Chapter 31) or the eligible dependents of veterans with service-connected disability or death (*California Education Code*, Section 32320) will have eligible tuition and fees paid or waived under provisions of these respective programs. See *Class Schedule* for instructions regarding deadlines for submission of documents to Student Account Services/Cashiers.

Those students who are eligible dependents of veterans with service-connected disability or death (*California Education Code*, Section 32320) must apply to the Regional Office of the Department of Veterans Affairs for the fee waiver in the year they apply to SDSU and all subsequent years they attend. Fee waiver (and refund of fees paid) will be approved for a prior academic year only if an application for certification of disabled status is pending with the United States Department of Veterans Affairs.

Further information regarding these programs is available in the Joan and Art Barron Veterans Center located in Student Services West. Call 619-594-5813 or visit <http://www.sdsu.edu/veterans> for more information.

**FEE WAIVERS AND EXEMPTIONS**

The *California Education Code* for the waiver of mandatory systemwide fees is as follows:

**Section 66025.3** – Qualifying children, spouses/registered domestic partners, or unmarried surviving spouses/registered domestic partners of a war period veteran of the U.S. military who is totally service-connected disabled or who died as a result of service-related causes; children of any veteran of the U.S. military who has a service-connected disability, was killed in action, or died of a service-connected disability and meets specified income provisions; any dependents or surviving spouse/registered domestic partner who has not remarried of a member of the California National Guard who in the line of duty and in active service of the state was killed or became permanently disabled or died of a disability as a result of an event while in active service of the state; and undergraduate students who are the recipient of or the child of a recipient of a Congressional Medal of Honor and meet certain age and income restrictions;

**Section 68120** – Qualifying children and surviving spouses/registered domestic partners of deceased public law enforcement or fire suppression employees who were California residents and who were killed in the course of active law enforcement or fire suppression duties (referred to as Alan Pattee Scholarships); and

**Section 68121** – Qualifying students enrolled in an undergraduate program who are the surviving dependent of any individual killed in the September 11, 2001 terrorist attacks on the World Trade Center in New York City, the Pentagon building in Washington, D.C., or the crash of United Airlines Flight 93 in southwestern Pennsylvania, if the student meets the financial need requirements set forth in Section 69432.7 for the Cal Grant A Program and either the surviving dependent or the individual killed in the attacks was a resident of California on September 11, 2001.

The *California Education Code* provides for the following nonresident tuition exemptions:

**Section 68122** – Students who are victims of trafficking, domestic violence, and other serious crimes who have been granted T or U visa status are exempt from paying nonresident tuition if they (1) attended high school in California for three or more years; (2) graduated from a California high school or attained the equivalent; and (3) registered as an entering student or are currently enrolled at a CSU campus.

**Section 68130.5** – Students who are not residents of California are exempt from paying nonresident tuition if they (1) attended high school in California for three or more years; (2) graduated from a California high school or attained the equivalent; and (3) registered as an entering student or are currently enrolled at a CSU campus. In addition, students without lawful immigration status will be required to file an affidavit stating that they have filed an application to legalize their immigration status, or will file an application as soon as they are eligible to do so. This exemption from paying nonresident tuition does not apply to students who are nonimmigrant aliens within the meaning of 8 U.S.C. 1101(a)(15), except as provided by Section 68122 above.

Students who may qualify for these benefits should contact the Office of the Registrar for further information and/or an eligibility determination.

### OVER 60 FEE WAIVER PROGRAM

San Diego State University offers a fee waiver program for California residents 60 years of age and older. Both undergraduate and post-baccalaureate students may participate in the program. The program waives the \$55 admission application fee and regular registration fees (except for a nominal fee). Participants must apply for admission during the regular application filing period and be admitted under regular admission requirements. Participants register for classes on a space-available basis after regularly matriculated students have completed registration. For additional information, contact the Office of Admissions.

### PROCEDURE FOR THE ESTABLISHMENT OR ABOLISHMENT OF CAMPUS-BASED MANDATORY FEES

The law governing the California State University provides that specific campus fees defined as mandatory, such as a student body association fee and a student body center fee may be established. A student body association fee must be established upon a favorable vote of two-thirds of the students voting in an election held for this purpose (*California Education Code*, Section 89300). The university president may adjust the student body association fee only after the fee adjustment has been approved by a majority of students voting in a referendum established for that purpose. The required fee shall be subject to referendum at any time upon the presentation of a petition to the university president containing the signatures of 10 percent of the regularly enrolled students at the university. Student body association fees support a variety of cultural and recreational programs, childcare centers, and special student support programs. A student body center fee may be established only after a fee referendum is held which approves by a two-thirds favorable vote the establishment of the fee (*California Education Code*, Section 89304). Once bonds are issued, authority to set and adjust student body center fees is governed by provisions of the State University Revenue Bond Act of 1947, including, but not limited to, *California Education Code* sections 90012, 90027, and 90068. Student body association fees support a variety of cultural and recreational programs, child care centers, and special student support programs.

The process to establish and adjust other campus-based mandatory fees requires consideration by the campus fee advisory committee and a student referendum as established by CSU Executive Order 1054, Section III. The university president may use alternative consultation

mechanisms if he/she determines that a referendum is not the best mechanism to achieve appropriate and meaningful consultation. Results of the referendum and the fee committee review are advisory to the university president. The president may adjust campus-based mandatory fees, but must request the chancellor to establish a new mandatory fee. The president shall provide to the campus fee advisory committee a report of all campus-based mandatory fees. The campus shall report annually to the chancellor a complete inventory of all campus-based mandatory fees.

For more information or questions, contact the Budget Office in the CSU Chancellor's Office at 562-951-4560.

### FEES AND DEBTS OWED TO THE INSTITUTION

Should a student or former student fail to pay a fee or a debt owed to the institution, the institution may "withhold permission to register, to use facilities for which a fee is authorized to be charged, to receive services, materials, food or merchandise, or any combination of the above from any person owing a debt" until the debt is paid (see Title 5, *California Code of Regulations*, Sections 42380 and 42381).

Prospective students who register for courses offered by the university are obligated for the payment of fees associated with registration for those courses. Failure to cancel registration in any course for an academic term prior to the first day of the academic term gives rise to an obligation to pay student fees including any tuition for the reservation of space in the course.

The institution may withhold permission to register or to receive official transcripts of grades or other services offered by the institution from anyone owing fees or another debt to the institution. The institution may also report the debt to a credit bureau, offset the amount due against any future state tax refunds due the student, refer the debt to an outside collection agency and/or charge the student actual and reasonable collection costs, including reasonable attorney fees if litigation is necessary, in collecting any amount not paid when due.

If a person believes he or she does not owe all or part of an asserted unpaid obligation, that person may contact Student Account Services. Student Account Services, or another office on campus to which Student Account Services may refer the person, will review all pertinent information provided by the person and available to the campus and will advise the person of its conclusions.

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# Financial Aid and Scholarships

## Financial Support for Graduate Students

At San Diego State University, a variety of federal, state, and institutional financial aid programs designed to substantially reduce or eliminate economic barriers to the pursuit of graduate study are available to students admitted to advanced degree curricula. While federal and state aid programs are only available to United States citizens and eligible noncitizens, institutional aid programs and university scholarships address the unique financial needs of individual students across a broad range of economic and academic circumstances.

On-campus programs for advanced degree students at San Diego State University include appointments as graduate teaching associates, graduate assistants, research assistants, and student assistants as well as tuition and fee assistance, fellowships, scholarships, grants, and forgivable loans.

Eligibility requirements and award amounts often differ by discipline and experience, and some opportunities are available only to students admitted to doctoral programs. Nominations for almost all of these awards originate with the chair or director of the department or school of the degree program for master's degree students or the coordinator of the doctoral program for students pursuing either the Ph.D. or Ed.D. degree. The Division of Graduate Affairs administers most of these programs for the university. The graduate dean must approve most awards and appointments and determine whether the applicant is in good standing with the university. Continuing and prospective students interested in specific information about any of these on-campus programs are invited to write or visit the Division of Graduate Affairs at San Diego State University, 5500 Campanile Drive, San Diego, CA 92182-8220. The phone number is 619-594-5213. The Division of Graduate Affairs is located in Student Services East, Room 1410. Information is also available at <http://aztecgrad.sdsu.edu>.

### Financial Aid

Information about all state, federal, and institutional aid programs is available from the Office of Financial Aid and Scholarships located in Student Services West, Room 3605. The phone number is 619-594-6323. Information about the available programs as well as the academic standards that a student must maintain to remain eligible for such aid can be accessed at <http://www.sdsu.edu/financialaid>.

The Free Application for Federal Student Aid (FAFSA) is all you need to begin the application process. You may apply by visiting <http://www.fafsa.ed.gov>.

Applications are reviewed and aid awarded throughout the year based on available funding. To receive first priority evaluation of your eligibility for all financial aid programs, complete the FAFSA by March 2 and, by April 1, submit all financial aid documents requested. An application and documents submitted after these dates will receive second priority evaluation and aid awarded based on available funding at the time.

### E-mail and the Internet

The SDSU Office of Financial Aid and Scholarships uses e-mail and the Internet to communicate with aid applicants about documentation needed, disbursement holds, and awards. Go to the SDSU WebPortal at <http://www.sdsu.edu/porta> and select E-mail/Address Update to make sure there is a valid e-mail address on record for you. The Office of Financial Aid and Scholarships home page and secure website, *AidLink*, have been enhanced to streamline the application and award process for SDSU students. Use *AidLink* at <http://www.sdsu.edu/financialaid> to view your personal financial aid information, download and print documents you need to submit, activate your student loan, and more.

## Tuition Assistance Program for Out-of-State and Foreign Students

In California, all students are required to pay a registration fee based on the number of units of enrollment. In addition to this fee, nonresidents of California, including international students, pay tuition that currently amounts to \$372 per unit of enrollment. The California State University (CSU) makes every effort to keep student costs to a minimum. Tuition and fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, the CSU must reserve the right, even after initial tuition and fee payments are made, to increase or modify any listed fees, without notice, until the date when instruction for a particular semester has begun. All CSU listed fees should be regarded as estimates that are subject to change upon approval by The Board of Trustees.

For graduate students of superior scholastic achievement, the university may provide assistance by waiving all or part of the cost of out-of-state tuition. The number of students receiving tuition waivers is limited.

To be eligible for this program, an applicant must be a permanent resident or a citizen of the United States or a nonresident who is a citizen and resident of a foreign country. Assistance is provided on a semester-by-semester basis. Domestic non-residents are only eligible for one year. International students may qualify for a continuation beyond their first year.

For more information, new students should contact the chair or director of the department or school of the Master's program to which they have been admitted. Students pursuing a Ph.D. should consult the program director. Departmental nominations should be submitted to the Division of Graduate Affairs.

### Fee Assistance Program

For most students pursuing the Ph.D. degree, the university has some scholarship funds available to offset in whole or in part the cost of the state-mandated registration fees. Like the tuition assistance program, awardees must participate in the teaching program of the university. Information regarding this support is available from the directors of the doctoral programs.

## Graduate Scholarships

San Diego State University awards scholarships to students to recognize and encourage individual talents, academic excellence, leadership skills, and the determination to succeed in spite of significant hardships. Scholarships are also awarded to students to support participation in SDSU approved study abroad programs, community service programs, and faculty approved conference attendance that is part of a student's SDSU curriculum. All students, regardless of nationality, citizenship, residency status, area of study, or grade point average are encouraged to apply for as many scholarships as possible.

Applications and specific requirements are available on the SDSU Office of Financial Aid and Scholarships website at <http://www.sdsu.edu/financialaid>. Deadlines vary and new SDSU scholarship opportunities are added to the website throughout the year. The main SDSU scholarship application filing period is November through early February for awards paid in the following academic year. A second filing period extends from early March through April. Applications accepted August through October offer awards paid in the current academic year.

The Office of Financial Aid and Scholarships coordinates the SDSU scholarship application and awarding process with the committees from the various academic departments and organizations responsible for selecting recipients. Scholarship funds are provided by private donors, corporations, professional associations, and SDSU alumni.

## Other Scholarship Resources and Links

The Office of Financial Aid and Scholarships website also lists resources and links to outside scholarship information and free search websites.

### National Fellowships

The Office of Academic Scholarships receives annual announcements of the Fulbright, Marshall, Kent, Rotary, and other national fellowship programs. Since each campus is limited in the number of applications it may endorse, students interested in fellowships of this type are encouraged to discuss their applications with their designated campus adviser and with members of the university faculty who have themselves held these fellowships. Since test scores from the Graduate Record Examinations General Test are required, students should take this examination well in advance of the deadline date for the submission of applications. The GRE may be scheduled through the Testing Services office located in Student Services West, Room 2549. The telephone number is 619-594-5216. Additional information is available online at <http://studentaffairs.sdsu.edu/testofc>.

### Graduate Equity Fellowship Program

The Graduate Equity Fellowship program provides support for economically disadvantaged graduate students, especially from groups who are underrepresented within their respective disciplines. Only legal residents of California who can demonstrate significant financial need are eligible. Recipients must be classified or conditionally classified graduate students and must enroll for a minimum of six units of coursework each semester they hold the fellowship. Fellowships range from \$500 to \$2,000 for an academic year depending on demonstrated need. Students may receive awards for a maximum of two academic years but they must apply each year. Interested students should complete a Graduate Equity Fellowship application available at [http://newscenter.sdsu.edu/gra/financial\\_aid.aspx](http://newscenter.sdsu.edu/gra/financial_aid.aspx) and the Free Application for Federal Student Aid (FAFSA).

### Chancellor's Doctoral Incentive Program

The Chancellor's Doctoral Incentive Program provides financial assistance to graduate students who show promise of becoming strong candidates for California State University instructional faculty positions. The purpose of the program is to increase the pool of individuals with the qualifications, motivation, and skills to teach the diverse student body in the California State University. It is a competitive program directed by the CSU but open to doctoral students across the country. Through the Chancellor's Doctoral Incentive Program, the CSU offers loans and faculty sponsorship to full-time students pursuing doctoral degrees who are interested in a teaching career at a CSU campus. The program provides loans of up to \$10,000 per year up to a total of \$30,000 within five years. Loan forgiveness is 20 percent of the loan forgiven for each year of full-time postdoctoral teaching at a CSU campus and faculty sponsorship from a CSU faculty member. The CSU does not guarantee a faculty position to any participant in the Chancellor's Doctoral Incentive Program. However, it is expected that upon completion of their doctoral studies, participants will be qualified to compete for CSU faculty positions. Applications are available at all CSU campuses; our campus has a Chancellor's Doctoral Incentive Program coordinator in the Division of Graduate Affairs. You may also obtain an application and information at <http://www.calstate.edu/hr/cdip/>.

### California Pre-Doctoral Program

The California Pre-Doctoral Program is designed to increase the pool of potential faculty by supporting the doctoral aspirations of California State University (CSU) students who have experienced economic and educational disadvantages. The program places a special emphasis on increasing the number of CSU students who enter doctoral programs at one of the University of California (UC) institutions. Announcements and application forms for the program are circulated each year in early December through the Division of Graduate Affairs. Eligibility is limited to junior, senior, and graduate students who are enrolled in a degree-seeking program at any one of the CSU campuses at the time of application. Applicants must also be U.S. citizens or permanent residents. Application and additional information is available at <http://www.calstate.edu/PreDoc/index.shtml>.

# Student Services

## Career Services

Student Services East, Room 1200

619-594-6851

<http://career.sdsu.edu>

Career Services is the central campus resource for career development and employment opportunities. The center provides a full range of programming, resources, and opportunities that support student success. Primary services and resources include the following:

### Career Counseling

Career counselors guide students on topics that range from choosing a major, to locating and applying for internships, to finding summer jobs and full-time employment. Career counselors work with students to assess their professional strengths, to develop skills such as resume writing and job interviewing, and to connect students to professional communities. They also work with students to manage the use of ever-expanding online resources and social media.

### Aztec Career Connection

Students develop successful careers by having an online presence. Career Services provides SDSU students with Aztec Career Connection, the SDSU online portal for identifying and pursuing employment opportunities. Aztec Career Connection can be found by visiting the Career Services homepage at <http://career.sdsu.edu>. This robust resource lists many jobs, internships, and on-campus interviewing opportunities. It also provides outstanding online resources for career development. These exclusive online resources include:

- TypeFocus – career assessment and planning;
- Perfect Interview – practice interviewing;
- Going Global – a resource for working abroad;
- Strong Interest Inventory – career assessment (fee-based).

To register on Aztec Career Connection, students use their SDSU RedID number as their username and password to create an account.

### Internships and Employment Opportunities

Career Services serves as the central campus resource for internships. The center partners with academic areas, employers, and the CSU system to provide internships, part-time jobs, and summer employment. It also manages a centralized resource of full-time jobs, and volunteer opportunities. The center hosts employer information sessions, networking events and professional workshops where students can learn about an array of industries and occupations while interacting directly with recruiters.

### Career Fairs and On-Campus Interviews

Career Services provides career fairs throughout each academic year. These fairs range in size and scope. Students can visit Aztec Career Connection for a schedule of events. In addition to career fairs, Career Services brings employers to campus throughout the year to conduct on-campus interviews. On-campus interviews provide a unique opportunity for SDSU students to meet employers on campus at Career Services and interview for full-time and internship opportunities. On-campus interviewing networking gives students a competitive advantage in their job searches.

### Career Resource Room

Career Services offers students a space in which to explore career options. In the Career Resource Room, computer stations provide access to assessments, Aztec Career Connection and software for developing resumes and other professional correspondence. This room also holds numerous print publications on career topics such as what jobs are available to students with a variety of majors, how to develop a resume, how to prepare for and seek employment in any number of specific industries, and what options exist for graduate and professional schools. Reading and working spaces allow students to use many resources and interact with student assistants and peer advisers in the center.

## Campus Connections

Career Services leverages campus contacts to empower students and strengthen the SDSU community. Career Services partners with on-campus areas, such as academic internship coordinators, college faculty, Residential Education, Student Disability Services, Student Life and Leadership, Academic Advising, Associated Students, and the Alumni Association. WorkAbility IV is an award-winning partnership with Student Disability Services and the State Department of Rehabilitation. This service provides career-focused support to qualified students. Visit Career Services or Student Disability Services to learn more.

### Career Placement

Career Services may furnish, upon request, information about the employment of students who graduate from programs or courses of study preparing students for a particular career field. Any such data provided must be in a form that does not allow for the identification of any individual student. This information includes data concerning the average starting salary and the percentage of previously enrolled students who obtained employment. The information may include data collected from either graduates of the campus or graduates of all campuses in the California State University system.

### Visit the Career Center

Career Services is open 8 a.m. to 4:30 p.m., Monday through Friday. Students can call or stop by to schedule individual appointments with career counselors. Fast-15 walk-in appointments are held daily. Visit the center's website for current schedule information. SDSU alumni are offered services for a fee. For more information, please contact Career Services.

## Center for Intercultural Relations

Conrad Prebys Aztec Student Union, Room 250

619-594-7057

<http://studentaffairs.sdsu.edu/intercultural>

The Center for Intercultural Relations researches, designs, and implements unique programs that promote the appreciation of cultural diversity and fosters intercultural and cross-cultural understanding.

The center provides programs and services that support the academic mission of the university by enhancing the educational, personal, cultural, and social development of students. Intercultural Relations strives to build positive advocacy and collaborative relationships with the general student body with special emphasis towards underrepresented student populations.

Programs and services expand students' cultural horizons and honor their respective cultural experiences. Intercultural Relations works in conjunction with university colleges and departments to conduct programs related to recruitment, orientation, retention, and graduation of students. The center also offers programs and workshops on academic, personal, professional, and cultural development, all of which support student success at SDSU.

## Counseling & Psychological Services (C&PS)

Calpulli Center, Room 4401

619-594-5220

<http://studentaffairs.sdsu.edu/cps>

Counseling & Psychological Services (C&PS) provides a variety of services to enrolled SDSU students.

Individual counseling services are designed for students who can benefit from short-term therapy. Often, a few individual meetings with a therapist can help better identify, understand, and resolve emotional barriers that may be interfering with personal well-being and academic success. These confidential services are for SDSU students at no cost. If a student's situation requires longer-term therapy, referrals can be made to off-campus resources.

C&PS groups and workshops address issues common to most university students. As appropriate, students are encouraged to participate in these interactive and dynamic forums:

- Alcoholics Anonymous
- Grief and Loss
- Managing Anxiety
- Mindfulness Meditation
- Relationship Skills
- Stress Management

Telephone consultation services are also provided. If a student has a personal concern, or is concerned about a friend, a therapist will talk directly with the student by telephone for a brief consultation. This conversation will allow the therapist to hear concerns and help identify the best way to help. Faculty and staff may also avail themselves of this service when concerned about a student. Therapists are generally available for consultation during business hours from 9:30 a.m. to 4 p.m., with the exception of the noon hour. Referrals to San Diego's free 24-hour counseling access line at 1-800-479-3339 are also provided.

Crisis intervention services are also available at C&PS. For students who are in need of immediate assistance because of a severe emotional crisis that may be life threatening, or otherwise require immediate attention, urgent appointments may be provided. Examples of urgent situations may include: thinking about suicide, a recent victim of assault, grieving the recent loss of a friend or family member.

The Center for Well-Being offers resources designed to help students help themselves. Seven stations are set up to promote health and personal growth, including a Biofeedback Station, hands-on activities that promote relaxation and stress reduction, pamphlets, books, audio and video tapes addressing topics such as: adult children of alcoholics, adults molested as children, assertiveness, coming out, concentration, depression, eating disorders, loneliness, motivation, relationships, self-confidence, sexual assault, stress reduction, suicide prevention, time management. The Alpha Chamber "Egg Chair" can teach your body and mind to relax. The "Egg Chair" provides an environment where students experience deep relaxation, both mentally and physically.

Other services available at C&PS include:

- Biofeedback Clinic for stress reduction;
- Bounce Back – course designed to help students on academic probation;
- ASPIRE – individualized program designed for students to deal with substance use;
- Online Resources – intervention and assessment tools for anxiety, depression, disordered eating, alcohol and other substance use, trauma, stress, and relationships;
- Groups and Workshops – COPE, Mindfulness Meditation, Living with Loss, Successful Community Living, Alcoholics Anonymous, Transfer Student Support Group.

The C&PS peer educators offer students who are selected, trained and supervised an opportunity to provide outreach to other students. The C&PS student advisory board members provide advocacy for students' mental health needs, a service sponsored by SDSU Associated Students.

## Housing Administration and Residential Education

6050 Montezuma Road  
619-594-5742  
<http://www.sdsu.edu/housing>

Graduate students are given preference at Piedra del Sol (PdS), Emerald Isle (EI), and Aztec Corner East apartments. These complexes are all leased on a 12-month basis. Piedra del Sol and Emerald Isle are unfurnished; Aztec Corner East is fully furnished. Piedra del Sol leases by the apartment and offers 66-units including two-, three-, and four-bedroom units. Emerald Isle is an older 24-unit complex offering studios and a few one- and two-bedroom units. Aztec Corner East is a 60-unit complex and leases by the individual space and by the whole apartment.

Graduate students may also choose one of the eight traditional residence halls including Chapultepec, Tenochca, Zura, or University Towers. Students needing housing over the breaks may select University Towers, which remains open over Thanksgiving, winter, and spring breaks. These halls house students for the academic year. Early application and contracting is highly recommended. Space is reserved on a first-come, first-serve space available basis. You may request a License Agreement by visiting the SDSU WebPortal under the housing section.

The Villa Alvarado Apartments are a 90-unit complex and are available for the academic year by License Agreement. These furnished two bedroom apartments offer double accommodations for four residents. A full-time professional residence hall coordinator and six part-time resident advisers live on-site and offer a residential education program in support of community living. Early application and contracting is highly recommended.

## International Student Center (ISC)

International Student Center  
619-594-1982  
<http://www.sdsu.edu/isc>

The International Student Center (ISC) advances San Diego State University as a global university by serving as the crossroads for international students seeking educational opportunities at SDSU, and for SDSU students seeking educational opportunities in other countries. The ISC offers a full range of programs and services to a variety of communities on and off campus in an effort to foster student success, global perspectives, intercultural awareness, and international goodwill.

### International Students

Working closely with more than 2,200 international students from more than 95 countries spanning the globe, the ISC provides support services that meet the logistical, regulatory, cultural, academic, and personal development needs unique to SDSU's most diverse student community.

The International Student Center coordinates a variety of activities designed to foster intercultural goodwill, understanding, and friendship. One such activity is provided by the Intercultural Ambassadors Program through which selected international students make home-country presentations in San Diego schools. In addition, the ISC invites faculty, staff, and the community to participate in the many events listed in the ISC calendar of intercultural activities. These include the Global Aztec Alliance, International Coffee Hours, international film festivals, International Peace Village, International Student Association, and intercultural workshops.

### International Student Exchanges

In addition to the CSU International Programs, San Diego State University also sponsors semester abroad, dual degree programs, and travel-study programs. SDSU has also entered into special institutional arrangements with selected universities that provide both undergraduate and graduate students the opportunity to study, research, and internships abroad. Currently San Diego State University has student agreements with many international partners. SDSU's International Student Center assists students who wish to participate in an exchange or other SDSU program. For detailed information, contact the International Student Center at 619-594-1982.

For more information about the university's international programs, contact the Office of International Programs, 619-594-1354, e-mail [oiip@mail.sdsu.edu](mailto:oiip@mail.sdsu.edu) or visit our website at <http://oiip.sdsu.edu>.

### Study Abroad Students

The International Student Center provides services to all students who want to study abroad as part of their educational experience at SDSU. The ISC serves as SDSU's study abroad resource center and acts as a window to the world for students beginning the study abroad journey. When students have questions about how to study abroad, what opportunities are available, or how to prepare for their time abroad, the ISC becomes their one-stop shop.

The ISC administers SDSU's reciprocal student exchange programs, providing various support services for participants in more than 110 agreements SDSU has signed with institutions around the world.

The ISC serves as SDSU's liaison with the CSU International Programs Office (see the CSU International Programs listing) that offers CSU students the traditional year of study abroad experience. The ISC coordinates all promotion, recruitment, selection, processing, and orientation for the participants from SDSU.

The ISC also assists, in coordination with SDSU's Risk Management Program, that all SDSU students who study or travel in other countries are adequately insured and prepared for maintaining optimal health and safety abroad, and for planning how to respond to a wide range of possible emergencies.

The ISC plays a central role in SDSU's efforts to dramatically increase study abroad enrollment. The number of SDSU students studying abroad has increased more than 900 percent (from 167 to more than 1,800 students), ranking the university as 22nd in the national overall for the number of students studying abroad (source: IIE 2014).

### The California State University International Programs

Developing intercultural communication skills and international understanding among its students is a vital mission of The California State University (CSU). Since its inception in 1963, the CSU International Programs has contributed to this effort by providing qualified students an affordable opportunity to continue their studies abroad for a full academic year. More than 20,000 CSU students have taken advantage of this unique study option.

International Programs participants earn resident academic credit at their CSU campuses while they pursue full-time study at a host university or special study center abroad. The International Programs serves the needs of students in more than 100 designated academic majors. Affiliated with more than 50 recognized universities and institutions of higher education in 18 countries, the International Programs also offers a wide selection of study abroad destinations and learning environments.

**Australia.** Griffith University, Macquarie University, Queensland University of Technology, University of Queensland, University of Western Sydney, Victoria University

**Canada.** Concordia University (Montréal)

**Chile.** Pontificia Universidad Católica de Chile (Santiago)

**China.** Peking University (Beijing)

**Denmark.** Danish Institute for Study Abroad (international education affiliate of the University of Copenhagen)

**France.** Institut Catholique de Paris, Université d'Aix-Marseille (Aix-en-Provence), Universités de Paris I, III, IV, VI, VII, VIII, X, XI, XII, XIII, Université Paris-Est Marne-la-Vallée, Université d'Evry Val d'Essonne, and Université de Versailles Saint-Quentin-en-Yvelines.

**Germany.** University of Tübingen and a number of institutions of higher education in the Federal state of Baden-Württemberg

**Ghana.** University of Ghana, Legon

**Israel.** Tel Aviv University, The Hebrew University of Jerusalem, University of Haifa

**Italy.** CSU Study Center (Florence), Università degli Studi di Firenze, Accademia di Belle Arti Firenze

**Japan.** Waseda University (Tokyo), University of Tsukuba

**Korea.** Yonsei University (Seoul)

**Mexico.** Instituto Tecnológico y de Estudios Superiores de Monterrey, Campus Querétaro

**South Africa.** Nelson Mandela Metropolitan University, Port Elizabeth

**Spain.** Universidad Complutense de Madrid, Universidad de Granada, Universidad de Jaén

**Sweden.** Uppsala University

**Taiwan.** National Taiwan University (Taipei), National Tsing Hua University (Hsinchu)

**United Kingdom.** Bradford University, Bristol University, Hull University, Kingston University, Swansea University

International Programs pays tuition and administrative costs abroad for participating California resident students to a similar extent that such funds would be expended to support similar costs in California. Participants are responsible for all CSU tuition and program fees, personal costs, such as transportation, room and board, and living expenses. Financial aid, with the exception of Federal Work-Study, is available to qualified students.

To qualify for admission to the International Programs, in most programs, students must have upper division or graduate standing at a CSU campus by the time of departure. Students at the sophomore level may, however, participate in the intensive language acquisition programs or courses in Canada, China, France, Germany, Korea, Mexico, Sweden and Taiwan. California Community Colleges transfer students are eligible to apply directly from their community colleges. Students must also possess a current cumulative grade point average of 2.75 or 3.0, depending on the program for which they apply and must fulfill all coursework prerequisites.

Additional information and application materials may be obtained on campus, or by writing to The California State University International Programs, 401 Golden Shore, Sixth Floor, Long Beach, California 90802-4210. Visit our website at <http://www.calstate.edu/ip>.

## Ombudsman

Student Services East, Room 1105

619-594-6578

<http://www.sa.sdsu.edu/ombuds>

Becoming a student at SDSU also means becoming a member of a special community that includes students, faculty, staff, and administrators. As a member of this community, students are responsible for knowing and complying with established rules and regulations.

The ombudsman is an independent and impartial agent who helps individuals and groups seeking the resolution and correction of complaints. The ombudsman acts as a liaison between students and the university, assisting students through formal grievance procedures and functioning to mediate and reinforce other means of redress when possible. This office does not supplant existing avenues of redress. It exists to encourage appropriate and timely access to those existing processes that may best resolve the problem.

Examples of student complaints that have been resolved through this process include disputes over grades, faculty or staff conduct, academic disputes, appeals or waivers, administrative policies, and institutional compliance with federal and state nondiscrimination laws. Should a complaint not be resolved at the referral level, the ombudsman may act as a mediator and suggest compromise solutions between parties. If the problem is still unresolved, the student may file a grievance with the student grievance committee. No student grievance can be filed with this committee later than the last day of the semester (excluding summer term) after the semester during which the student was allegedly aggrieved.

## Student Disability Services (SDS)

Calpulli Center, Room 3101

619-594-6473

<http://www.sa.sdsu.edu/sds>

Student Disability Services provides support services for students with mobility limitations, learning disabilities, hearing or visual impairments, psychological disabilities, attention deficit disorder, and other disabilities. Counselors are available to assist students in making personal, academic, and vocational choices, and to advise how best to utilize campus resources. Prior to receiving assistance, students must furnish appropriate medical or psycho-educational documentation to Student Disability Services.

Services available to SDS students include an assistive computer technology laboratory in Love Library, Room 205, where students may use standard or assistive computer technology and may receive tutoring for their writing. Other services available when appropriate include priority registration for students demonstrated need; transportation on campus; accessibility information; provision of instructional materials in accessible formats; sign language interpreters or real-time captioning for deaf students; accommodated testing equipment loans (assistive listening devices, communication devices, wheelchairs, etc.); tutoring and notetaking services, for mobility orientation, financial benefits, and other services.

In addition, SDS partners with Career Services and the state Department of Rehabilitation to offer enhanced career and employment services to students who are DOR clients through the Workability IV program. SDS is also the recipient of a federal Student Support Services grant to serve at-risk undergraduates with enhanced academic support services to increase retention and graduation rates among students with disabilities.

## Student Health Services

Calpulli Center

619-594-4325

<http://shs.sdsu.edu>

All regularly enrolled SDSU students have prepaid a health fee as part of their tuition and fees that entitles them to a wide range of basic medical services. Some services, including many laboratory tests such as Pap smears, immunizations, orthopedic appliances, and medications, require a minimal fee. Charges associated with these services are usually significantly lower than those found elsewhere.

We accept California's Family PACT program designed to cover the costs of services to prevent unplanned pregnancies and protect the reproductive health of those who qualify.

Medical care is provided by board certified physicians, certified primary care nurse practitioners, licensed nurses, and other qualified personnel. Additional services offered at Student Health Services include a medical laboratory, an x-ray department, eye care, dental services, and physical therapy. The pharmacy dispenses prescriptions and sells over-the-counter items at cost. Low-cost consultations are available for osteopathic manipulative treatment, travel medicine, and orthopedics. Students are responsible for the cost of their healthcare whether received at Student Health Services or at an outside facility. Students are encouraged to purchase medical insurance coverage.

### **REQUIRED: Proof of Immunity Against Measles and Rubella**

All new or readmitted students born on or after January 1, 1957 must provide proof of immunity against measles and rubella (German measles) during their first semester at SDSU. The minimum requirement is proof of at least one immunization for measles and rubella given after the first birthday and after 1968. *(All students are strongly encouraged to consider a second measles immunization.)* Students whose enrollment services records indicate graduation from a California public high school may be exempt from this requirement.

Students may fulfill the immunization requirement by providing medical documentation as proof of immunization to **Student Health Services**. Positive laboratory evidence of measles and rubella immunity is also a way to prove immunization status. Students may also receive reduced cost immunization at Student Health Services. For more information, call 619-594-4325.

**Important:** Students who have not complied with this CSU requirement prior to the registration deadline will **not** be able to register for classes their second semester until they provide proof of immunity or receive MMR immunization.

### **Hepatitis B**

All new students who are 18 years of age or younger at the start of their first term must provide proof of immunity against hepatitis B during their first semester at SDSU. Hepatitis B vaccination consists of three timed doses of vaccine over a minimum four to six month period. *(All students are encouraged to consider immunization against Hepatitis B.)* Students whose enrollment services records indicate graduation from a California public high school may be exempt from this requirement.

Students may fulfill the immunization requirement by bringing or sending medical documentation of immunization or positive laboratory evidence of Hepatitis B immunity to Student Health Services. Students may also receive low cost immunization at Student Health Services. For more information, call 619-594-5281.

**Important:** Students who do not comply with this California Health and Safety Code during their first semester at SDSU will **not** be allowed to register for classes a second semester until they provide proof of immunity or begin the immunization series. Students who have not completed the immunization series by the end of their third semester will no longer be able to attend SDSU.

In addition to demonstrating immunity to measles and rubella at Student Health Services, some students may be further required to present documentation to other campus officials. Students subject to this additional screening include students enrolled in dietetics, medical technology, nursing, physical therapy, student teaching, or fieldwork involving preschool-age children and/or school-age children or taking place in a hospital or health care setting.

Immunization documentation can be mailed to SDSU Student Health Services, Immunization Program, 5500 Campanile Drive, San Diego, CA 92182-4701, faxed to 619-594-6465 (include name, address, telephone number, date of birth, and SDSU RedID number), or uploaded to our secure web portal at <https://healthconnect.sdsu.edu/>.

### **Meningococcal Disease**

Each incoming freshman who will be residing in on-campus housing will be required to return a form indicating that they have received information about meningococcal disease and the availability of the vaccine to prevent one from contracting the disease and whether or not he or she has chosen to receive the vaccination.

Although immunization against this infection is not a requirement, all entering freshmen, particularly those living in residence halls, are urged to consider vaccination. The current vaccine is fairly effective against the majority of the strains of this bacterium, but unfortunately its immunity effect declines over a few years. A second "booster" dose is recommended at between the ages of 16 to 18 for those students

who received their first vaccination at age 15 or younger. Luckily, the risk of becoming infected with meningococcus also declines with age. Consequently, there is less of a reason to immunize older students, although they may do so if they desire. The meningococcal vaccine is available at Student Health Services at a reduced cost.

### **Strongly Recommended Health Screening**

Immunization from the following diseases may also protect students against potentially severe infections: influenza (flu), tetanus, diphtheria, pertussis (whooping cough), polio, mumps, chicken pox (varicella), human papilloma virus (HPV), and Hepatitis A. Like measles, these too can be particularly harmful in college-aged persons. These immunizations are available at reduced cost at Student Health Services. Flu shots are available annually, as well.

Entering students from developing countries are also strongly encouraged to have a screening test for tuberculosis (TB). The TB skin test is offered free at Student Health Services and a blood test is offered at reduced cost.

### **Appointments**

Students are encouraged to call Student Health Services to make appointments. Student Health Services is open 12 months of the year. Services are available between 8:30 a.m. to 4:30 p.m., Monday through Friday. All medical care provided at Student Health Services is **strictly confidential**. No one, on or off campus, other than Student Health Services staff, has access to medical record information without written permission from the student.

### **Medical Excuse Policy**

SDSU Student Health Services will not provide medical excuses for short-term absences due to illness or injury. In circumstances when the illness or injury is prolonged (an absence of more than five days) and requires medical attention or hospitalization, we will work with students to provide appropriate documentation. When a student is hospitalized or has a serious, ongoing illness or injury, SDSU Student Health Services will, at the student's request and with the student's consent, communicate with the student's academic adviser and/or Student Disability Services.

Students are instructed to contact their professor/instructor/coach in the event that they need to miss class, etc. due to an illness, injury, or an emergency. All decisions about the impact of an absence, as well as any arrangements for making up work, rest with the instructors. Academic advisers are available to provide assistance to students or faculty members who have concerns about attendance issues.

### **Student Health Advisory Board**

Students can offer important feedback about the scope of services, funding, and other critical issues relating to campus health services through membership on the Student Health Advisory Board (SHAB). Members provide oversight to campus health services and act as liaisons between the SDSU student body and Student Health Services. SHAB helps to keep Student Health Services staff focused and current on major student health issues. Membership from all academic majors is encouraged.

### **Accidents and Student Insurance Coverage**

First aid is also provided to faculty, staff, and campus guests for accidents and injuries occurring on campus with the understanding that individuals requiring any care beyond first aid will be transferred to the most appropriate medical facility. First aid is defined as one-time treatment that typically does not require a physician, laboratory, x-ray, or pharmacy services. Accidents requiring treatment and/or transportation to Student Health Services or a local hospital should be reported immediately to the University Police Department, 619-594-1991.

Students are responsible for their own safety and health in connection with participation in campus activities and should exercise good judgment and due care at all times.

Specific questions regarding insurance coverage for campus programs, institutional safety regulations, and potential risks inherent in academic programs and student activities should be directed to the responsible faculty or staff member in charge of the activity.

Students participating in required or elective academic programs such as internships or practica through either nursing/allied health training, or in a teacher training program are covered under the

university's Workers' Compensation program provided an internship agreement between the university and the facility has been executed by an authorized representative of the university. The university provides Student Professional Liability insurance to its students who are enrolled in these programs. This coverage is provided through Lloyd's of London. Students needing proof of this coverage for their participation in an institution's affiliation program can obtain a copy of the certificate of liability from their professor.

The university does not provide, accident or health insurance coverage to students. Students may obtain medical insurance through <http://www.CoveredCA.com> or through <http://www.csuhealthlink.com>.

The university makes no warranties as to the nature or quality of the coverage or the financial integrity of the insurers. The information on the availability of coverage is provided as a convenience to students.

### Advance Health Care Directives

As a patient, you have the right to give instructions about your own health care. An advance health care directive enables you to name another individual such as a relative or other person as a healthcare representative or "agent" or to make health care decisions for you if you become incapable of making your own decisions or if you want someone else to make those decisions for you now even though you are still capable. The advance health care directive lets you designate a physician to be primarily responsible for your medical care and lets your physician, family, and friends know your health care preferences, including the types of special treatment you want or do not want, your desire for diagnostic testing, surgical procedures, cardiopulmonary resuscitation and/or organ donation. It does not affect routine care for cleanliness and comfort, which must be given whether or not there is an advance directive. For further information, you may review the information provided at Advance Health Care Directive - California Department of Justice. We also recommend that you talk with your physician and your lawyer.

## Student Life & Leadership

Conrad Prebys Aztec Student Union, Room 210

619-594-5221

<http://sll.sdsu.edu>

- **Center for Leadership and Community Service Engagement** – offers programs and resources to SDSU students, faculty, staff, and community members interested in participating in community service and leadership development. The center offers certificate programs in both leadership and community service while providing workshops and seminars focused on leadership development, personal growth, and community service engagement. <http://www.sll.sdsu.edu/leadership/index.html>.
- **Commuter Life** – encourages students who do not live on campus to take steps to develop a sense of belonging to the SDSU community. Students driving to and from campus can find resources and support programs through the Commuter Student Resource Center, located on the second floor of the Conrad Prebys Aztec Student Union, and through Casa Azteca, and Aztec Freshman Connection, commuter-based learning communities. <http://www.sll.sdsu.edu/commuter/index.html>.
- **Fraternity and Sorority Life** – is currently comprised of 44 social fraternities and sororities, including both general and culturally based organizations, represented by four governing councils. For more information, refer to *Fraternity and Sorority Life* in this section of the catalog or [http://go.sdsu.edu/student\\_affairs/sll/greeklife.aspx](http://go.sdsu.edu/student_affairs/sll/greeklife.aspx).

- **The Pride Center at SDSU** – creates, sustains, and strengthens an open, inclusive, safe, and affirming gathering space for persons of all sexual and gender identities and their allies. It also facilitates campuswide education, awareness, dialogue and research on issues related to sexuality and gender. The center addresses the needs of students who may experience discrimination, disenfranchisement, harassment, or other barriers to student success as a result of their sexual orientation or gender identity and expression. For more information, visit <http://pridecenter.sdsu.edu>.
- **Student Organizations and Activities** – facilitates on-campus status for student organizations, implements policies and procedures with regard to student activities, and approves all on-campus activities, including fundraising events. For more information, visit <http://studentaffairs.sdsu.edu/SLL/studentorgs/index.html>.

## Student Rights and Responsibilities

Student Services West, Room 1604

619-594-3069

<http://www.sa.sdsu.edu/srr>

The Center for Student Rights and Responsibilities is responsible for acting on behalf of the university president regarding all aspects of student discipline. The center receives reports of alleged student misconduct relative to Title 5, *California Code of Regulations*, and investigates complaints in order to determine whether university disciplinary action is to be pursued. University disciplinary action may run concurrently with civil or criminal action and/or the residence hall eviction process, which is initiated by the court system. One type of judicial action does not necessarily affect the other. In addition, sections of the *Code of Conduct* may be adjudicated regardless of location of incident.

Campus related violations include both academic and non-academic misconduct, misconduct in the off-campus surrounding community, off-campus community-sponsored events, and online sites.

To review information regarding the *Standards for Student Conduct*, the discipline process, privacy rights, and complaints procedures, visit <http://www.sa.sdsu.edu/srr>.

## Testing Services

Student Services West, Room 2549

619-594-5216

FAX 619-594-5036

<http://testing.sdsu.edu>

Testing Services supports and enhances student success by providing innovative and high quality test administration for SDSU and off-campus constituents. Testing Services is an important resource for the entire university community, serving both students and faculty by administering and analyzing paper and pencil and computer-based tests for the purposes of admission, class placement, competency for graduation, licenses, and credentials. Additionally, Testing Services provides test proctoring for the greater San Diego community, including distance learning students.

Information about San Diego State University competency and placement tests and test dates are listed on the Testing Services website. Advance reservations as well as fee payments are required for most tests. Testing Services provides test administration for the CBEST, CSET, GRE, LSAT, MCAT, TEAS, TOEFL, among other national examinations. Most reservations for national examinations are made through their respective websites. For SDSU students, special arrangements are made through Student Disability Services.



2014-2015 Associated Students Executive Officers

# excellence starts here

**Excellence is on the rise.** During the last four years, SDSU has climbed higher in US News & World Report's annual ranking of America's Best Colleges than any other university in the country—34 spots since 2011. With leadership opportunities in more than 300 student organizations and the university's strong commitment to student success, international experiences, impactful research and entrepreneurship, SDSU is taking its place among the nation's leading public research universities.  
**SDSU.edu**



**SAN DIEGO STATE  
UNIVERSITY**

*Leadership Starts Here*

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# Special Programs and Services

## Academic Computing

SDSU provides access to a large number of software packages including programming languages, the Microsoft Office Suite (word processing, spreadsheets, presentations), relational databases, statistical software, and large research-oriented databases. E-mail accounts are provided to students and server accounts are available for those who want to create websites.

The university has more than 2,000 desktop computers located in 80 departmental/college computer laboratories. The largest laboratories, which are open to all students, are the Student Computer Center located in Love Library, Room 200 (PCs, Macintoshes, and printing) and the College of Arts and Letters Laboratory, located in Professional Studies and Fine Arts, Room 136 (PCs and printing). Outside of the laboratories, students may connect to the wireless network which covers the entire campus. Many SDSU instructors use the Blackboard learning management system to communicate with students, post grades, distribute materials, and facilitate learning activities beyond the classroom. Student accounts in Blackboard are automatically created upon enrollment and use the same login credentials as the SDSU WebPortal. Access to courses in Blackboard occurs when instructors make their courses available to students. The Blackboard website is <http://blackboard.sdsu.edu>.

## Alumni Association

The SDSU Alumni Association is dedicated to connecting SDSU alumni to the university and each other. Membership in the San Diego State University Alumni Association is open to those individuals who have an abiding interest in and commitment to the growth and future of SDSU and the community it serves.

The Alumni Association is a dynamic, exciting organization whose purpose is to serve and support the university and its graduates. It offers a number of programs and services designed to meet the variety of needs and interests of its alumni, including library privileges, reduced admission to many cultural activities and sporting events, discounts on purchases at the Aztec Store, access to SDSU's Career Services for a nominal fee, and a subscription to SDSU Magazine, a monthly electronic newsletter, and Aztec update: publications for alumni and friends of the university.

In addition, the Alumni Association sponsors The Montys (annual awards event honoring alumni of the university), provides scholarships for students, organizes Homecoming, provides input regarding university programs and policies, and provides excellent networking opportunities through a myriad of events.

For further information call the Alumni Office at 619-594-2586 or visit <http://www.sdsualumni.org>.

## Associated Students of San Diego State University

Associated Students (A.S.) is an independent student-directed corporation that is one of the largest student governance organizations in the CSU system. As an affiliate of San Diego State University, the programs and facilities A.S. manages are enjoyed by students, faculty, staff, and the SDSU community. Associated Students can be reached by calling 619-594-6555 or visiting <http://www.as.sdsu.edu>.

**Student Government.** There are a multitude of leadership opportunities through the Associated Students. Government Affairs is the representative voice for all SDSU students. Student government leaders work hard every day to ensure that the interests of SDSU students are heard, served, and met. The A.S. student leaders also have a dual role as the board of directors for the A.S., a non-profit student-directed corporation. A.S. operates eight fully functional facilities on and off campus in addition to a multitude of programs and services that benefit students and the campus community. Students who want to get

involved are encouraged to visit the A.S. office in person or online to learn about available opportunities. For more information call 619-594-6555 or visit <http://www.as.sdsu.edu/govt>. The A.S. office is located on the third floor of the Conrad Prebys Aztec Student Union.

**Conrad Prebys Aztec Student Union.** Designed to be platinum-certified for Leadership in Energy and Environmental Design (LEED) by the U.S. Green Building Council, the new Conrad Prebys Aztec Student Union features numerous sustainable "green" building elements and includes new dining options, bowling and games center, fitness center, increased meeting spaces, a multi-purpose theatre and plenty of indoor/outdoor seating areas. To learn more about all that the Conrad Prebys Aztec Student Union has to offer, visit <http://aztecstudentunion.com>. To inquire about meeting space, call Union Programs and Services at 619-594-5278 or e-mail [asmtgsvs@mail.sdsu.edu](mailto:asmtgsvs@mail.sdsu.edu). For general information, call 619-594-6551.

**SDSU Children's Center.** The SDSU Children's Center, a quality service of Associated Students, provides an educational childcare program for children between six months and pre-kindergarten to five years of age. Priority for enrollment starts with SDSU students, followed by children and grandchildren of faculty and staff, and then children of SDSU alumni and the larger community as space is available. The center serves as the laboratory school for the Department of Child and Family Development in the College of Education. In addition, the center collaborates with campus departments to support academic research, observational learning and opportunities to link academic coursework with hands-on learning by working directly with children and families at the center. The Children's Center is located in the lower E-Lot, north of Parking Structure 6. For more information call 619-594-7941, e-mail [ccc\\_info@mail.sdsu.edu](mailto:ccc_info@mail.sdsu.edu), or visit <http://www.childcare.sdsu.edu>.

**Cal Coast Credit Union Open Air Theatre and Entertainment.** Located amidst the original landscaping of San Diego State University, this historic venue is ideal for watching your favorite musical group while sitting under the stars. Built in 1934, this 4,800-seat amphitheatre has played host to sold out concerts, lectures, symphonic performances, and university events. Generations of guests have enjoyed this theatre's natural acoustics which complement the sound of all music genres. The venue features full-service concession stands and a two-level hospitality suite, equipped with open balconies and dressing rooms. For event information, call 619-594-0234 or visit <http://calcoastopenairtheatre.com>.

**Viejas Arena.** Home to Aztec men's and women's basketball, Viejas Arena is San Diego's premier venue for everything from concerts to sporting events, family shows, conventions, conferences, and corporate and university events. This state-of-the-art, 12,000-seat facility is complete with award-winning acoustics, VIP lounges, and star dressing rooms, as well as a distinctive outdoor concourse area. Viejas Arena features a full-service ticket office and TicketMaster location for events throughout California. Viejas Arena is adjacent to the Aztec Recreation Center in the heart of the SDSU campus with nearby parking. Call 619-594-0234 or visit <http://www.viejasarena.com> for more information.

**Aztec Recreation.** Aztec Recreation provides high quality programs, services, and facilities that inspire active, healthy living, and enhance the SDSU experience. A program of Associated Students, Aztec Recreation manages six on-campus facilities: Aztec Recreation Center (ARC), ARC Express, Aztec Aquaplex, Aztec Lanes, tennis, racquetball, and the Mission Bay Aquatic Center (MBAC), an off campus water sports facility. An Aztec Recreation membership enables access to many of the programs including group fitness, intramural sports, sport clubs, bowling, indoor climbing and includes access to the ARC, ARC Express, Aztec Aquaplex, tennis, and racquetball courts. Call 619-594-PLAY or visit <http://arc.sdsu.edu> for more information.

**Aztec Adventures.** Aztec Adventures has provided SDSU with leadership, education, and culture since 1977. The Aztec Adventures' philosophy is that traveling in the outdoors by simple means is a healthy alternative to our normally technology-dependent lifestyles. In addition to outdoor trips, the Aztec Adventures team offers numerous Department of Exercise and Nutritional Sciences credit classes, operates the climbing wall located inside the ARC, and offers a team-building program ideal for student clubs and organizations. For more information call 619-594-6958 or visit <http://aztecadventures.sdsu.edu>.

**Aztec Aquaplex.** The Aztec Aquaplex is an outdoor swimming and recreation facility with members having access to the Aquaplex for drop-in lounging, water sports, and fitness. The facility is also used by men's and women's water polo sport club teams as well as the SDSU Aztec Athletics women's swimming, diving, and water polo teams. Call 619-594-SWIM or visit <http://www.arc.sdsu.edu> for more information.

**ARC Express.** The ARC Express is an exciting new fitness destination for members of Aztec Recreation. Located on the third floor of the Conrad Prebys Aztec Student Union, the facility offers 6,000 square feet of state-of-the-art fitness equipment with spectacular views of the surrounding area. Call 619-594-PLAY or visit <http://arc.sdsu.edu> for more information.

**Aztec Lanes.** Aztec Lanes is the new bowling and games center located on the first floor of the Conrad Prebys Aztec Student Union. Featuring 12 bowling lanes, with scoring and seating areas outfitted by Brunswick, the facility also offers participants a games lounge with five billiards tables, table tennis tables, and eight big-screen televisions. While bowling is open to all at Aztec Lanes, members bowl at no charge and only pay for shoe rental. Call 619-594-2695 or visit <http://arc.sdsu.edu> for more information.

**Aztec Recreation Center (ARC).** The Aztec Recreation Center (ARC) is an 80,000 square foot fitness and recreation facility. Access to the ARC is included with an Aztec Recreation membership. The ARC has four multi-purpose gymnasiums available for members to play basketball, soccer, and volleyball, two weight training rooms, a cardio room, a climbing wall, and two group fitness studios. Call 619-594-PLAY or visit <http://www.arc.sdsu.edu> for more information.

**Aztec Tennis Courts.** The Aztec Tennis Courts feature 12 lighted outdoor courts available for drop-in play for members. The courts are accessible through the Aztec Aquaplex at 5375 Remington Road, adjacent to Tony Gwynn Stadium. Call 619-594-SWIM or visit <http://arc.sdsu.edu> for more information.

**Credit Classes.** Aztec Recreation is proud to partner with the Department of Exercise and Nutritional Sciences to provide one-unit courses that promote lifelong fitness, wellness, and recreational pursuits. Classes are available in dance, fitness, martial arts, outdoor skills, and water sports. Call 619-594-PLAY or visit <http://arc.sdsu.edu> for more information.

**Mission Bay Aquatic Center (MBAC).** The world-renowned Mission Bay Aquatic Center is Aztec Recreation's beachside instructional facility offering water sports classes, rentals, and special events. Every semester, hundreds of students earn university credit while learning to kayak, row, sail, stand up paddle, surf, wakeboard, or windsurf. Located off-campus in Mission Beach, MBAC is just a short ride by car or is easily accessible by the San Diego Trolley and the San Diego Metropolitan Transit System (MTS). For more information, call 858-488-1000 or visit <http://mbaquaticcenter.com>.

**Intramural Sports.** Aztec Recreation members have the opportunity to participate in intramural tournaments and leagues on a competitive or recreational level. A variety of indoor and outdoor sports are offered throughout the year and participants form teams with friends or sign-up independently in sports including basketball, bowling, dodgeball, flag football soccer, tennis, volleyball, and water volleyball. Call 619-594-PLAY or visit <http://arc.sdsu.edu> for more information.

**Recreational Sports Racquetball Courts.** Racquetball courts are accessible to Aztec Recreation members. The facility includes eight indoor courts and equipment check-out is available. Sport club offices are also housed in this facility located at Peterson Gymnasium, Room 196. Call 619-594-PLAY or visit <http://arc.sdsu.edu> for more information.

**Sport Clubs.** The SDSU sport clubs program consists of 19 competitive collegiate teams. Each team is developed, organized, and managed by students with guidance from the professional staff. Sport clubs compete in intercollegiate competitions at local, state, regional, and national levels and both new and experienced student-athletes are actively recruited. Sport clubs are an excellent setting for the development of athletic skills, student leadership skills, and social opportunities. Call 619-594-PLAY or visit <http://arc.sdsu.edu> for more information.

## Athletics

San Diego State University sponsors a broad array of varsity intercollegiate athletics for women and men. SDSU's commitment to gender equity in athletics includes 13 sports for women (basketball, crew, cross country, golf, lacrosse, soccer, softball, swimming, tennis, indoor/outdoor track and field, volleyball, and water polo) and six for men (baseball, basketball, football, golf, soccer, and tennis). As a National Collegiate Athletic Association (NCAA) Division I program, Aztec athletic teams compete at the highest level of intercollegiate competition. All of the teams except crew, lacrosse, men's soccer, and water polo compete in the 9-member Mountain West Conference. Crew is a member of the Western Intercollegiate Rowing Association (WIRA); men's soccer is a member of the Pac10 Conference; lacrosse, and water polo are members of the Mountain Pacific Sports Federation (MPSF).

Athletics serves a number of important roles on campus and within the larger San Diego community. In addition to encouraging student athletes to expand their competitive capabilities to the fullest, San Diego State teams provide a catalyst which helps generate pride and a shared esprit de corps among students, faculty, staff, and alumni. This also helps link these groups from generation to generation. Similarly, with nearly a 100,000 alumni and former students and tens of thousands of supporters in the county with no other direct connection to the university, Aztec teams frequently carry the aspirations of San Diego in the forum of NCAA Division I Athletics. On-campus athletic events attract both students and members of the community to campus and this reinforces many mutually beneficial town-gown relationships. For more information please call 619-594-3019 or visit <http://www.goaztecs.com>.

### Student Athlete Support Services

#### Aztec Athletics Center, Room 3029, 619-594-3395

Involvement with intercollegiate athletics on campus presents many challenges for students. This office provides guidance and assistance for these student-athletes in the areas of admission, registration, new student orientation, counseling, study hall, mentoring, tutoring, and academic advising. The office also serves as a liaison between faculty and the Athletic Department. This individualized program is designed to create an academic support network to ensure all student-athletes comply with university requirements while working toward completion of a degree.

## Audiology Clinic and Speech-Language Clinic

Administered by the School of Speech, Language, and Hearing Sciences, the clinics provide assessment and remediation services for SDSU students, staff, faculty, and the community. In addition, the clinics offer opportunities for research, consultation, supervised field internships, continuing education, and other service activities.

In the Speech-Language clinic, comprehensive diagnostic and treatment programs are available for children and adults in the areas of aphasia, cerebral palsy, cleft palate, delayed speech/language development, fluency or articulation disorders, hearing loss, loss of communication function, and voice. Services are also provided for bilingual/multicultural clients and speakers of English as a second language.

The *Assistive Device Assessment Program* provides language, cognitive, and technical assessments related to augmentative/assistive devices and systems for individuals who have communication disabilities.

In the Audiology Clinic, Audiologic services include hearing assessment, hearing aid evaluation and selection, assistive listening device evaluations, earmolds, ear protectors, hearing conservation and aural rehabilitation therapy.

The clinics are located at 5245 Campanile Drive, San Diego, CA 92182-1518 and can be reached at 619-594-7747.

## Aztec Shops, Ltd.

(Campus Stores, Dining)  
<http://www.aztecshops.com>

Aztec Shops, Ltd., founded in 1931, is a not-for-profit corporation that functions primarily as an auxiliary of San Diego State University. The corporation provides a diverse portfolio of commercial services including operation of the bookstore and dining on campus. Aztec Shops also operates selected other enterprises at San Diego State and at other colleges and universities. The corporation employs close to 200 full-time professionals and up to 800 part-time employees – mainly students – during the busiest times.

**SDSU Bookstore.** The flagship of Aztec Shops' retail operations, the SDSU Bookstore is one of the largest campus bookstores in the country as measured by sales. The 25,000-square-foot facility – located in the heart of campus – carries every text (required and optional) for every class taught at SDSU. Textbooks are available in print for rent or purchase and many titles are available in digital format. The bookstore's Azteconology department offers academic discounts on Apple and PC products as well as software from Microsoft, Adobe, and others. Additional Azteconology services include Verizon Wireless, device repair, hardware trade-in, and printer cartridge refill. The SDSU Bookstore features the most extensive selection of SDSU-licensed clothing and gifts available. The facility's "Bookstore within a Bookstore" offers an impressive selection of general-interest titles including volumes for children. The store's well-staffed special order desk is available to secure even the most hard-to-find titles. A specialty boutique and a broad selection of school supplies, cards, gifts, and graduation regalia round out the store's offerings. For more information, call 619-594-7525 or visit <http://www.shopaztecs.com>.

**SDSU Dining.** SDSU Dining has been providing quality food service for the SDSU campus since 1959. Dining proudly operates over 30 restaurants and food service outlets on campus, including Culinary Theater, The Dining Room at Cuicacalli Suites, the Farmers' Market, University Towers Kitchen (UTK), and six Aztec Market convenience stores campuswide. For more information on SDSU Dining call 619-594-7640 or visit <http://www.eatatsdsu.com>.

**Other operations.** Other Aztec Shops operations include:

**The Campus Store** – Aztec Shops operates The Campus Store, the bookstore at the SDSU branch campus in Calexico, CA.

**Concessions** – Aztec Shops operates the concession stands at the Cal Coast Credit Union Open Air Theatre, Tony Gwynn Stadium, and Viejas Arena.

**Montezuma Publishing** – As part of its commitment to providing course materials for every class, Aztec Shops operates Montezuma Publishing which prints customized course materials and readers, securing copyright permissions when necessary.

**Road Scholar** – Aztec Shops runs a successful Road Scholar program that brings retirement-age adults from around the country to San Diego for specialized educational enrichment programs.

**SDSU Catering** – SDSU Catering is the recognized caterer for all events on the SDSU campus.

**University Towers** – In November 2000, Aztec Shops purchased the well-known El Conquistador residence hall near the SDSU campus. Renamed University Towers, the facility is home to more than 500 students during the academic year.

## California State University Program for Education and Research in Biotechnology (CSUPERB)

Susan Baxter, Executive Director

Created in 1987 as a systemwide program, the California State University Program for Education and Research in Biotechnology (CSUPERB) supports collaborative CSU student and faculty research, funds innovative curriculum development, and develops programs relevant to the life science industry. The CSUPERB program office is hosted at San Diego State University. CSUPERB promotes biotechnology workforce development by supporting evidence-based instructional practices, real-world research experiences, and programs for faculty and students at all 23 CSU campuses. The program involves

students and faculty from life sciences, physical sciences, clinical sciences, engineering, agriculture, mathematics, business and computer science departments. CSUPERB organizes the annual CSU Biotechnology Symposium and serves as the official biotechnology liaison for the CSU with government, educational, philanthropic, and industry partners.

CSUPERB recognizes that modern biotechnology preparation requires the integration of coursework, hands-on practice and participation in multi-disciplinary, team-based research projects. CSUPERB's competitive grants and awards programs support these activities systemwide. Programs include: the NSF-funded CSU I-Corps program, the Howell-CSUPERB Research Scholars Awards, the Presidents' Commission Scholar Awards, the Crellin Pauling Student Teaching Award, the Glenn Nagel Undergraduate Research Award, the Don Eden Graduate Student Research Award, Travel Grant programs for students and faculty, New Investigator Grants, Research Development Grants, Entrepreneurial Joint Venture Grants, and Biotechnology Programmatic Development Grants. These programs award more than \$800,000 to CSU faculty and students annually.

CSUPERB programs are administered by an Executive Director, a strategic planning council and a faculty consensus group, involving faculty representatives from each CSU campus. The Presidents' Commission includes presidents from San Diego State University, CSU Channel Islands, CSU Northridge, CSU San Marcos, Humboldt State University, San Francisco State University, San Jose State University, and a CSU Executive Vice Chancellor. Visit the program websites at <http://www.calstate.edu/csUPERB> and <http://www.csUPERB.org/csucorps> for more information.

## Instructional Technology Services

Instructional Technology Services (ITS) provides support and leadership to the university in the effective uses of technologies for enhancing learning, facilitating research, and supporting strategic initiatives. ITS fulfills its mission by fostering collaboration and innovation with faculty and university stakeholders in the design, development, and effective use of learning environments and educational media.

ITS, located on the first floor of the Adams Humanities building, offers a variety of faculty-focused support services, including:

- Consultation, workshops, and collaboration via the SDSU Course Design Institute on the design and facilitation of effective learning experiences and environments, whether face-to-face or online;
- A Faculty Instructional Technology (FIT) Center located in Adams Humanities, Room 1109 that provides an informal environment for faculty consultations, collaboration, and development of instructional, professional, and research materials;
- Training and support for instructional software including:
  - Blackboard (web-based learning management system that allows faculty to facilitate learning online);
  - Lecture capture tools enabling faculty to record lectures from their classroom or office for students to view at their convenience;
  - Respondus (assessment building software enhancing the question pool and quiz/test functions of Blackboard), and a custom browser that locks down the testing environment within Blackboard;
  - Response system (or clickers) enabling greater interactivity in classrooms;
  - Turnitin (writing support and plagiarism prevention software available through Blackboard);
  - Collaborate (web-based conference system that enables voice interactivity and webinar capabilities through Blackboard or independently);
- Graphic, video, and multimedia consultation, design, and production;
- Assistance with design and development of instructional materials to be accessible and useful to diverse learners;
- Video conference systems for distance learning, allowing faculty to teach at SDSU and the Imperial Valley Campus (or other distant sites) simultaneously. This live, real-time, two-way audio/video communication system can also be used for research and professional development purposes;

- ITS-managed learning spaces, including a Learning Research Studio (for faculty interested in teaching in a technology-rich space and taking an inquiry-oriented approach to teaching and learning with technology.) Demand for the Learning Research Studio (LRS) is so great that plans are underway to build a second LRS by spring 2012;
  - Instructional equipment loans (including laptop computers and video/data projectors, portable public address systems, digital cameras, camcorders, digital audio recorders, and much more);
- For more information, call 619-594-5910 or go to <http://its.sdsu.edu>.

Instructional Services on the Callexico campus can be accessed by calling 760-768-5545 or going to East Faculty, Room 124C. On the Brawley campus, faculty members need to check with the coordinator who can be reached by calling 760-768-5787.

### Smart Classrooms

For instruction using multimedia and computer technologies, smart classrooms provide user-friendly, technology-rich presentation systems. Each classroom system contains the following within a fixed instructor podium:

- Mac and Windows computers;
- Connectivity for a laptop computer;
- DVD or Blu-ray disc player;
- Visual presenter/document camera for projection of print, transparency, and three-dimensional materials.

Projection is achieved via LCD video/data projector and in larger lecture halls, a public address system with wireless microphone unit and assistive listening device are included.

As of fall 2014, 98% of the teaching spaces on campus are considered smart classrooms. Requests for smart classrooms should be made through your department or school administrative coordinator.

### Office of International Programs

The Office of International Programs has responsibility for coordinating and facilitating the development of the diverse international programs and activities of the university. The Office of International Programs is the primary contact for international programs and represents the university on international matters to external agencies and institutions. The office coordinates all international faculty and student programs and serves as an information clearinghouse regarding international projects, funding opportunities, and academic programs and services that have an international component.

#### International Faculty Exchanges

In order to enhance the international character of instruction and research and to support efforts to become a global university, SDSU has a continuing program of faculty exchanges with partner universities worldwide. Over 150 international scholars visit the San Diego State University campus each year to pursue scholarly research, participate in academic or professional programs, and share their international perspectives with the university community.

### Parking and Transportation

When possible, carpooling or use of alternate modes of transportation is recommended for the commute to campus.

Metropolitan Transit System's Green Line trolley and seven bus routes (11, 14, 15, 115, 856, 936, 955) conveniently connect the San Diego metropolitan area with service to the San Diego State University Trolley Station and Transit Center. Monthly trolley and bus passes can be purchased at the Viejas Arena Ticket Office.

Further information concerning Metropolitan Transit trolley and bus routes, fares, services, and carpool registration is available at 1-800-COMMUTE or <http://www.sdmts.com> and <http://www.ridelink.org>.

On-campus parking is by permit only and overnight parking requires an additional permit. Purchase or possession of a parking permit does not guarantee a parking space and parking is limited and available on a first come, first serve basis. Parking structures and surface lots are located on the perimeter of the campus, with the remote parking lots serviced by free shuttle vans weekday evenings (Monday through Thursday) during the academic year. Major events at Viejas Arena may require parking location adjustment.

Visitors are directed to the Parking Information Booth at the College Avenue entrance to the campus for directions to several available pay parking lots. For further information on parking at the San Diego campus, contact Parking Services, 619-594-6671. For visitor parking at the Imperial Valley Campus, call 760-768-5500.

### San Diego State University Research Foundation

San Diego State University Research Foundation, incorporated in 1943, is an auxiliary organization authorized by the Education Code of the State of California. It is a nonprofit corporation chartered to augment the educational, research, and community services objectives of the university. SDSU Research Foundation serves the university in the following major areas:

- Assisting faculty and staff in developing and administering federal, state, and privately funded projects.
- Seeking funding sources, offering grant-related workshops, assisting with proposal development and submission, and interpreting agency guidelines and policies.
- Developing project budgets, obtaining university approvals, and negotiating sponsored grant and contract awards.
- Assisting with staff recruitment, and purchasing support for funded projects.
- Providing technology transfer services, protecting intellectual property, commercializing technology developed at the university, and assisting spin-out companies based on SDSU inventions.
- Identifying, acquiring, and managing real property in support of sponsored programs not housed in university facilities.
- Accounting and financial reporting support for research and project funds, scholarships, institutes, and The Campanile Foundation.

SDSU Research Foundation, as a nonprofit corporation, is governed by a board of directors in accordance with its articles of incorporation and bylaws. The principal function of the board is to establish policies and guide the corporation in achieving its objectives.

SDSU Research Foundation is located in the Gateway Center at 5250 Campanile Drive. More information is available at <http://www.foundation.sdsu.edu> or by calling 619-594-1900.

### San Diego State University Press

As the scholarly press for San Diego State University, San Diego State University Press publishes works of original research, as well as other meritorious academic and creative works that will further the intellectual mission of the university. Founded in the late 1950s, San Diego State University Press is the oldest university press in the California State University system. Today, SDSU Press is guided by an editorial board made up of six scholars within SDSU's College of Arts and Letters and eight scholars from other universities. San Diego State University Press's various publication programs and imprints include: Baja California Literature in Translation, Binational Press/Editorial binacional, Code[x] Books, Hyperbole Books, The Institute for Regional Studies of the Californias, SurText, and research lectures. The current focus of the press is in these areas: Latin America and the United States-Mexico border; regional studies of the Pacific Southwest; and post-modernism. In addition to books, the press also publishes under its imprint the journals *pacificREVIEW: A West Coast Arts Review Annual* and *Poetry International*.

San Diego State University Press is controlled by an editorial committee of scholars, appointed by the SDSU senate. Financial accounting and coordination are provided by the San Diego State University Research Foundation.

## **Joan and Art Barron Veterans Center**

The Joan and Art Barron Veterans Center, the first veterans resource center in the California State University system, operates as the primary and initial resource for most military affiliated services at San Diego State University. Keeping to our motto of "serving those who served," the primary mission of the staff is to assist veteran, active duty, reserve, guard, and military dependent students with the following applicable federal and/or state educational benefits:

- Chapter 30 (Montgomery GI Bill – Active Duty);
- Chapter 31 (Vocational Rehabilitation and Employment);
- Chapter 33 (Post-9/11 GI Bill);
- Chapter 35 (Dependents Educational Assistance);
- Chapter 1606 (Montgomery GI Bill – Selected Reserve);
- Chapter 1607 (Reserve Educational Assistance Program);
- California Department of Veterans Affairs College Fee Waiver for Veterans' Dependents (Cal-Vet Fee Waiver).

In order to receive GI Bill benefits while attending SDSU, the student must be regularly matriculated (or be a guest student from another institution), ensure all certified classes are required for the educational objective selected, and request to be certified every semester.

Students utilizing Chapter 33 must provide the Joan and Art Barron Veterans Center with a copy of their Certificate of Eligibility in order to have their tuition deferred pending payment from the Department of Veterans Affairs (VA). Subject to pending or new legislation, out-of-state students will have an additional fee per unit which is not covered by the GI Bill.

Students using the Cal-Vet Fee Waiver must provide a copy of the approval letter to the Joan and Art Barron Veterans Center every academic year (the letter will cover the fall, spring, and summer terms). This letter waives the basic tuition and state fees, but the student is still responsible for the campus mandatory fees.

In addition to assistance with educational benefits, several other programs and resources are available for eligible students. These include, but are not limited to:

- Access to SDSU VetSuccess on campus counselor who provides full-time assistance in all VA related aspects;
- Participation in VA work-study program allowing eligible students to work part-time while going to school;
- Assistance with VA tutorial assistance program;
- Management of first on-campus student veterans house in the country affording military affiliated students a place to study, relax, and interact with other students from a military background;
- Priority access to designated veterans living spaces on campus;
- Partnership with SDSU Student Veterans Organization which represents the cultural niche of the military student body.

For information on GI Bill eligibility, application, and usage, visit [www.gibill.va.gov](http://www.gibill.va.gov) or call 888-442-4551.

For information about remaining entitlement, payments, and other VA-related programs, visit <http://www.ebenefits.va.gov>.

For information on the CalVet Fee Waiver, visit [www.cdva.ca.gov](http://www.cdva.ca.gov).

For additional information about veteran services, contact the Joan and Art Barron Veterans Center at 619-594-5813, or visit <http://www.sdsu.edu/veterans>.