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University of San Diego

College of Arts & Sciences  
Faculty Advising Manual

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# University of San Diego

## Academic Calendars

The Undergraduate Academic Calendars can be found at [www.sandiego.edu/academiccalendar](http://www.sandiego.edu/academiccalendar). Please refer to the Calendar for important deadlines such as last day to enroll in classes and to drop without a 'W', last day to withdraw from classes and removal or Incompletes from the prior semester.

## Academic Integrity Policy

The University is an academic institution, an instrument of learning. As such, the University is predicated on the principles of scholastic honesty. It is an academic community all of whose members are expected to abide by ethical standards both in their conduct and in their exercise of responsibility towards other members of the community.

Academic dishonesty is an affront to the integrity of scholarship at USD and a threat to the quality of learning. To maintain its credibility and uphold its reputation the University procedures to deal with academic dishonesty should be uniform and understood by all.

The Academic Integrity Policy (4.8) applies to Arts and Sciences. The policy can be found online at: <http://www.sandiego.edu/legal/policies/faculty>.

For more information on the Academic Integrity policy, go to : <http://www.sandiego.edu/as/resources>. A copy of the Academic Integrity form can also be downloaded through this link.

## Adding/Dropping Courses

### *Adding*

Class reservation begins on or about November 1st for the following Spring semester and April 1st for the following Fall semester. A directory of classes is made available online at <http://www.sandiego.edu> (select the Teach Advise or One Stop Services tab) prior to the class reservation period. Dates for when students are eligible to register can also be found through the Teach Advise or One Stop Services tabs. Students can add classes to their schedule using the online Banner system (accessed by the One Stop Services tab through the MySanDiego portal).

Registration, which includes payment of tuition and fees if not already completed, must take place prior to the deadline on the Academic Calendar ([www.sandiego.edu/academiccalendar](http://www.sandiego.edu/academiccalendar)) .or a late fee will be assessed. Questions regarding registration can be directed to the One Stop Student Center, UC 125, or the web site at <http://www.sandiego.edu> (One Stop Services tab).

### *Dropping*

Students may drop a course during the first eight class days of a semester using the Banner system. Courses dropped during this time period do not appear on the student's transcript. After the eighth day, any student who wishes to drop a course must complete the Add/Drop form (found at the following link <http://www.sandiego.edu/registrar/forms.php>, or through the One Stop Services tab in the MySanDiego portal) and take this to the One Stop Student Center. Unofficial withdrawal from a course results in a grade of F. Withdrawing from a course after the first eight days of class in the semester, without risk of academic penalty, will be allowed until the end of the tenth week of the semester. Withdrawal within that time limit will be recorded as a W. After that date there is no possibility of withdrawal; the student will receive a grade for the course. A grade of W will not enter into the computation of the GPA.

### Bookstore; Loma Hall

The USD Bookstore stocks all required textbooks (new and used) and school supplies. You will also find a selection of general books; calculators; art supplies; cards, stationery and gift items; USD clothing; class rings and other imprinted merchandise; backpacks; and magazines. Stop by the newly remodeled Technology Store, featuring the latest Apple and PC computer hardware, software, iPods and accessories .Please refer to USD Bookstore website at [www.usdbookstore.com](http://www.usdbookstore.com) for more information about hours of operation.

### Career Services: Hughes 110

Career Services serves as a centralized resource for USD students, alumni and employers. They support the University's community, mission and goals by promoting the professional development of students and alumni, providing personalized career counseling and services, and building productive partnerships that create career opportunities.

Please refer to Career Services website at: [www.sandiego.edu/careers](http://www.sandiego.edu/careers) for detailed information about office hours and drop-in hours.

## Center for Educational Excellence

The Center for Educational Excellence was established to help faculty in all phases of their pedagogical development from the time they first arrive at the University of San Diego through their Emeriti years.

The Center for Educational Excellence is a campus-wide center that offers programming and consultation to faculty on learning, teaching and assessment. The Center for Educational Excellence facilitates collaboration among curricular programs and student services, and partners with a variety of campus resources, such as the Office of Community Service-Learning, the International Center, and Academic Technology Services. The Center is committed to assisting faculty in promoting the institution's core values of academic excellence, knowledge, community, ethical conduct, and service. Faculty can select from the programs, events, and workshops sponsored by the Center for Educational Excellence.

Please refer to The Center for Educational Excellence website at: [www.sandiego.edu/cee](http://www.sandiego.edu/cee) for more information.

## Center for Wellness and Health Promotion; Hahn University Center 220-221

The University of San Diego's Center for Wellness and Health Promotion serve the USD community through educational opportunities, outreach events, individual and group services, campus-wide programs, and research initiatives to enhance student wellness.

More information about the Center for Health and Wellness Promotion is available at: [www.sandiego.edu/chwp](http://www.sandiego.edu/chwp).

## Competency Examinations

Students who wish to fulfill specific competency requirements for graduation may do so by taking Competency examinations that are run through the Departments of Languages and Literatures, English, Mathematics and Philosophy. The dates for these examinations are announced in the Academic Calendar ([www.sandiego.edu/academiccalendar](http://www.sandiego.edu/academiccalendar)). Students should pay their fees at the Cashier's Office (Hughes 207) and take their receipt to the department running the exam. Here they can also obtain information on the location/time of the exam and how the results will be made available to them. A copy of the exam results are sent to the Dean's office and to the Registrar. No academic credit will be given for these examinations.

## Copley Library

The Helen K. and James S. Copley Library, located on the west end of the campus, houses over 500,000 books and bound periodicals and includes subscriptions to 2,500 journals as well as collections of reference works, government documents, pamphlets, newspapers in many languages, and rare books. It also houses the university's media software collection, including video and audio tapes, DVD's and CD's. slide sets, films, and multimedia sets.

Nine library faculty and additional professional and support staff and student workers make the collections available to the university community. A library computer system, SALLY, offers access to all of the library's book, journal, and media collections, as well as the collections of the Legal Research Center.

Refer to the Copley Library website for additional information and services at: <http://marian.sandiego.edu/>

## Counseling Center; Serra Hall 300

Consistent with the University of San Diego's philosophy of developing the whole person, the Counseling Center's core purpose is to enhance the emotional, relational, and psychological well-being of students. They strive to facilitate students' personal growth and enhance their academic success through accessible, culturally congruent clinical and outreach services. They work in collaboration with other Wellness and university departments and community partners.

The easiest way to secure services is by referring students to the center (located in Serra 300) during walk-in hours, but initial appointments can also be arranged by telephone (call 619-260-4655). The following walk-in hours are available whenever undergraduate classes are in session (when classes are not in session, call the center to confirm the walk-in schedule).

11 am-3 pm on Mondays, Tuesdays, Thursdays, and Fridays  
11 am – 5 pm on Wednesdays

For additional information on the Counseling Center services refer to: [www.sandiego.edu/usdcc](http://www.sandiego.edu/usdcc)

## Degree Audit System (DARS)

As a registration aid for students, the University of San Diego offers a computerized record of their academic progress. It shows courses completed and those yet to be completed by individual students within each undergraduate program.

The DARS is an advising tool, an unofficial "road map," to keep students informed of their required and optional coursework and other degree requirements. The audit is automatically updated each semester, showing courses completed, grades earned, GPAs and other useful information.

The audit is of considerable value in planning and monitoring degree progress and students should refer to this before beginning the class reservation process each semester or at any time by going to <http://www.sandiego.edu> (One Stop, My Registration channel, DARS link). Faculty may access DARS through the Teach/Advise tab in their MySanDiego portal or by going to <http://www.sandiego.edu/DARS>.

## Disability Services; Serra Hall 300

Disability Services at USD provides specialized resources and services to enrolled students with documented disabilities. The services that are provided include academic accommodations, disability management counseling and coordinating with other departments (ex: housing, parking, public safety) to provide assistance as needed.

To receive support from Disability Services, students must first contact the office and submit valid documentation. For each type of disability, there are specific requirements that must be met for documentation to be considered valid.

Once the disability has been verified by Disability Services, each request and/or recommendation for an accommodation is examined on a case-by-case basis and is implemented with consideration of the student's present needs, supporting documentation and the core requirements of each class. It is the goal of Disability Services to promote maximum student independence.

For more information please refer to Disability Services website at: [www.sandiego.edu/disability](http://www.sandiego.edu/disability)

## FERPA

The Family Educational Rights and Privacy Act of 1974 (FERPA, or the “Buckley Amendment”) protects the privacy of all enrolled students and former students, and it requires that students be notified annually of their rights under the law.

FERPA applies to education records, which are records that are directly related to a student and maintained by USD or a party acting on its behalf. There are two types of education records: directory information and non-directory information.

Directory information consists of the student’s name, USD e-mail address, student’s photograph, major field of study, dates of attendance, participation in officially recognized activities and sports, and degrees, honors, and awards received. USD will disclose directory information to third parties unless the student has submitted a Request to Restrict Directory Information to the appropriate registrar’s office. Doing so restricts the release of all directory information.

All other education records are non-directory information. USD will not disclose non-directory information to a third party unless: 1) the student has provided written consent for the disclosure; or 2) the disclosure falls into one of the exceptions from the requirement for prior written consent under FERPA.

Parents do not have the right to view a student’s education records without the written consent of the student unless the student is their dependent as defined by the IRS Code of 1986, Section 152. Parents or guardians who wish to obtain access to a dependent student’s education records may file a Request for Release of Education Records form with the appropriate registrar’s office. This form must be filed annually. Students may grant their parents (or others) permission to access their education records by filing an Authorization to Release Education Records form with the appropriate registrar’s office. This form remains in effect until rescinded by the student in writing.

The university provides students the right to inspect and review their educational records within 45 days of written request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate school official, written requests that identify the record(s) they wish to inspect. The school official will make arrangements for access and notify the student of the time and place where records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

Students may amend or correct their records if information there is inaccurate, misleading, or incomplete. Students have the right to a hearing if the records are not corrected. If a student is dissatisfied with the results of a hearing, he or she may place a statement in the records to that effect. If a student feels that the institution has not fully

honored his or her privacy rights under FERPA, a written complaint may be filed with the: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, D.C. 20202-4605.

Please refer to the USD FERPA Web site for additional information at [www.sandiego.edu/registrar/ferpa](http://www.sandiego.edu/registrar/ferpa)

## Final Examinations

Final examinations are held in all courses at the end of each semester. Dates and schedules for the final examinations are not to be changed without the approval of the appropriate Dean. Permission to take a make-up examination necessitated by serious illness or other legitimate reason may be granted by the Dean. In fall and spring semesters, examinations are limited during the week prior to final examinations. There may be no major examinations; minor quizzes are permitted as long as they are listed on syllabi at the beginning of a semester and do not count for more than 10 percent of the course grade. Laboratory practica, papers, oral reports, and make-up examinations are permitted. Students are responsible for class attendance and material presented during the week before final examinations.

Final Examination schedules for Arts and Sciences, Business Administration, and Leadership and Education Sciences courses can be found online at:

[www.sandiego.edu/search/classes/finals.php](http://www.sandiego.edu/search/classes/finals.php)

## Forms; Signatures and Procedures required for Dean's Office/Registrar forms.

All of the forms required by the Dean's office or the Office of the Registrar can be found at the following link <http://www.sandiego.edu/registrar/forms.php>, or through the One Stop Services tab in the MySanDiego portal.

### **Add/Drop Forms:**

1. **Override limit**-Requires instructor's signature and does **not** need Dean's signature. Student takes completed form to One Stop Center. For Honors courses, override limits need a signature from the instructors and the Honors Program Director.
2. **Override pre-requisites**- Requires instructor's signature and does **not** need Dean's signature. Student takes completed form to One Stop Center.

3. **Upper Division-** Requires instructor's signature and does **not** need Dean's signature. Student takes completed form to One Stop Center. Upper division Honors courses require a signature from the instructor and the Honors Program Director.

4. **Late Add-** Requires instructor's signature **and** Dean's signature. Student drops off form with instructor's signature in Dean's office.

5. **Overload-** Requires Dean's signature, and the signature of the Honors Program Director if it is an Honors course. Student drops off form in Dean's office.

6. **Late drop of a class without a 'W' or with a 'W'**- requires Dean's signature and Honors Program Director for Honors courses. Student drops off form in Dean's office.

**Independent study form-**requires Dean's signature and the signature of the Honors Program Director for courses that will count for Honors in a student's major. If this is a late add, also needs an attached Add/Drop form with the signature of the instructor supervising the study.

**Petition to Transfer of Credit-**requires Dean's signature. Student obtains all relevant signatures and drops off the form in the Dean's office.

**Substitution/Waiver of Residency-** requires Dean's signature. Student obtains all relevant signatures (for substitutions, requires signature of Departmental Chair whose course you are substituting, for waiver of residency, requires signature of major Departmental Chair) and drops off the form in the Dean's office.

## Grade Grievance Procedures

The instructor's/professor's judgment is presumed to be correct. Therefore, the burden of qualifying a grievance rests with the student. Thus, at every level in the proposed grievance procedures this "presumption" should be understood by all participants.

It is assumed that grievances will be resolved by the instructor and student. Grading criteria, requirements, content, etc. are established by the instructor. The presumption is that students have been given ample opportunity for clarification of class requirements at the beginning of a given course.

The procedure for a grade grievance is:

1. Initial grade/grievance must be addressed to the instructor in the course
2. In those rare circumstances when no agreement is reached in number 1, the student may seek advice from the department chair.

3. If the matter is not satisfactorily settled at number 2, the student then may seek advise from the Dean who will refer the matter to a standing faculty committee (i.e., academic affairs)
4. The committee will hear the student's grievance and make its recommendations to the parties involved. At every level in this grievance procedure, the instructor must be apprised of the situation.

## Grading System

At the end of each semester, a student's work in each course is recorded with one of the following grades: A, superior; B, very good; C, average; D, inferior; F, failure; P, credit awarded, but units do not enter into computation of grade point average; W, withdrawal; Inc., incomplete. Grade points are assigned to the above grades as follows: A = 4.0; A- = 3.67; B+ = 3.33; B = 3.00; B- = 2.67; C+ = 2.33; C = 2.00; C- = 1.67; D+ = 1.33; D = 1.00; D- = 0.67; F = 0.00. A plus adds 0.33 points to a grade (except for A and F); a minus subtracts 0.33 points from a grade (except for F).

Professors may not change final grades unless there is a computational error. To do so, the professor obtains a **change of grade form** from the Departmental Executive Assistant, and brings the completed form to the Dean's office.

**The grade of Inc. (Incomplete)** may be recorded to indicate that the requirements of a course have been **substantially** completed, but for a legitimate reason, a **small** fraction of the work remains to be completed and the record of the student in the course justifies the expectation that he or she will obtain a passing grade upon completion. The instructor who gives an Incomplete should know the reason for non-completion of the work in order to ascertain the legitimacy of that reason. The responsibility is on the student to come forth with the request for an Incomplete prior to the posting of final grades. The Incomplete grade is not counted in the computation of the grade point average for the semester for which the Incomplete grade was authorized. The Notice of Grade of 'Incomplete' form can be obtained from the Departmental Executive Assistant and the completed form should be dropped off in the Dean's office.

## Leave of Absence/Withdrawal Forms from the University

### *Leave of Absence*

A student who will not be registered at the university during a regular semester, but would like to return without applying for readmission, must request a leave of absence by the last day to enroll in classes for that semester. Students must file the official Undergraduate Student Leave of Absence form with the appropriate school or college. To incur no tuition charges, students should request a leave of absence before the first day of classes. The request must state the reason for which the leave is requested and the semester in which the student will again register at the university. Requests for leaves of absence must be approved by the dean of the appropriate school or college. Leaves of absence are not granted to students with probationary or disqualification status. Leaves of absence are granted for a maximum of two consecutive semesters.

### *Withdrawal*

A student who wishes not to continue their studies at the University of San Diego must request a withdrawal form with the appropriate school. Once the form is filled out and turned in, upon approval, a copy of the withdrawal form and letter will be sent to the student, the advisor, student accounts, financial aid, housing and a copy to stay with the appropriate office that is in charge of processing the form.

## Missed Class Policy for Student Athletes

Adopted by the College of Arts and Sciences of the University of San Diego, March 11, 2008

### **RATIONALE**

The University of San Diego sponsors intercollegiate athletic programs. Participants in these programs are bound to the same standard of academic excellence expected of all undergraduate students. To ensure this standard, the University recruits and enrolls student-athletes who have the intellectual abilities necessary to succeed in the classroom and obtain a baccalaureate degree.

Since the pursuit of both academic and athletic excellence is a time-intensive activity, it is inevitable that student-athletes will face conflicts between their class and athletic schedules. The purpose of this policy is to set forth principles and procedures aimed at reducing conflicts, negotiating those that remain unavoidable, and ensuring both the integrity of the academic process as well as the just treatment of student-athletes.

## **PRINCIPLES**

1. In accord with NCAA and the USD's conference regulations, the athletics program will take every measure to minimize the number of classes student-athletes must miss due to athletic competition.
2. Athletic Supervisors and Coaches will take the academic calendar and schedule into account when scheduling athletic contests, practices and team meetings.
3. No practice session or team meeting may be scheduled during *mandatory* Orientation sessions
4. No student-athlete may absent him/herself from class to attend a practice session (NCAA Rule 17.1.6.6.1)
5. When an athletic competition takes place at USD (i.e, a 'home-game'), no student-athlete is authorized to be absent from any class prior to two hours before the scheduled start of the competition.
6. Student-athletes will not be penalized academically when they miss a class due to inter-collegiate athletic competition. However, certain academic activities which cannot be rescheduled or which comprise a core component of the course (e.g. field trips) demand the student-athletes' presence. These academic activities must be identified on the course syllabus as "mandatory for all students."
7. Authorized absences for official athletic competitions do not relieve student-athletes of their class responsibilities. They are responsible for any course material covered during a missed class.
8. Faculty should indicate on the course syllabus, available to students on the first day of class, the dates of all major exams, due dates for paper or project submissions, and dates of field trips and other mandatory class-related activities. Faculty retain the right to announce adjustments to a syllabus during the semester.

## **PROCEDURES**

- A. In the first week of class, preferably by the end of the first class, student-athletes must give each of their professors a copy of the 'travel letter' issued by the Athletic department which details the anticipated missed class dates for the student-athlete.
- B. Student-athletes are responsible to review the syllabus, note potential conflicts, bring them to the attention of their professors and request reasonable accommodations in the event of missed quizzes, exams and assignments.

C. The faculty member will determine the accommodations which shall neither penalize the student-athlete nor unfairly advantage or disadvantage him/her relative to other students. In the case of missed quizzes or exams, a faculty member may choose to have the quiz or exam administered and proctored through the Athletics program.

D. The process of negotiating accommodations should be concluded within the first ten days of the semester.

E. Faculty should take into consideration the schedules of student-athletes when scheduling graded activities that are in addition to those already listed on the syllabus.

F. In the event that there is a conflict between missed class dates and core academic activities which cannot be avoided or resolved, the student-athlete shall immediately contact his/her academic advisor.

G. No faculty member is obligated to excuse a student-athlete in the case of excessive absences. If, in the judgment of a faculty member and after sincere efforts to reach agreement about course work and expectations, the number of missed classes projected would jeopardize the student-athlete's successful completion of the course, the faculty member may recommend that the student-athlete enroll in another course where fewer scheduling conflicts would occur.

H. If a student-athlete is advised to select another course, he/she may ask for assistance from the Dean's office in order to find a course that will incur fewer conflicts.

**Approved by the Academic Assembly, March 11, 2008**

**Approved by Dean Nicholas Healy April 22, 2008. Effective September 1, 2008.**

## One Stop Student Center; UC 126

The One Stop Student Center performs Financial Aid, Registrar and Student Account business transactions all in one location. The One Stop Student Center Counselors serve students who need assistance with their registration, student account, or financial aid. Some of the services that the One Stop Center carries out include: registration and registration changes, transcripts, enrollment verification, payments on student accounts, assistance with financial aid questions, student account counseling, reviewing DARS, FERPA, graduation petitions, and many other services.

The One Stop Student Center is located in UC 126. Hours of operation are Monday-Friday 9:00-5:00pm. Students can reach the One Stop Student Center at (619)260-2616 and make an appointment to meet with a counselor.

For more information visit the One Stop Student Center website at: [www.sandiego.edu/onestop](http://www.sandiego.edu/onestop)

## Petition to Graduate

Undergraduate students should petition to graduate one full year prior to their graduation ceremony in order to have time to receive confirmation from the Registrar's office that they can fulfill all requirements for the Bachelors degree and schedule courses appropriately. The petition form is located at <http://www.sandiego.edu/Registrar>, and selecting 'Forms'. Petition deadlines are published in the *Undergraduate Bulletin* (<http://www.sandiego.edu/bulletin/>)

## Prohibiting Discrimination and Harassment

The University of San Diego is committed to upholding standards that promote respect and human dignity in an environment that fosters academic excellence and professionalism. It is the policy of the university to maintain an educational and work environment free from all forms of unlawful discrimination and harassment.

To that end, the university prohibits and does not tolerate unlawful discrimination against or harassment of its employees, students or applicants for employment or admission on the basis of race, color, religion, national origin, sex, sexual orientation, age, physical disability, mental disability, or other characteristic protected by federal or state law, unless a particular characteristic is a bona fide requirement of the position.

All members of the university community are expected to uphold this policy. Engaging in unlawful discrimination or harassment will result in appropriate disciplinary action, up to and including dismissal from the university.

### 1. Complaints Against Administrators or Staff: Associate Vice President for Human Resources

Maher Hall, Room 101  
5998 Alcalá Park  
San Diego, CA 92110  
(619) 260-4594

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### 2. Complaints Against Students:

Vice President for Student Affairs  
Hahn University Center 232  
5998 Alcalá Park  
San Diego, CA 92110  
(619) 260-4590

Dean of Students  
Hahn University Center 232  
5998 Alcalá Park  
San Diego, CA 92110  
(619) 260-4590

3. Complaints Against Faculty:  
Vice President for Academic Affairs and Provost  
Hughes Administration Center 328  
5998 Alcalá Park  
San Diego, CA 92110  
(619) 260-4553

Dean, College of Arts and Sciences  
Founders Hall 114  
5998 Alcalá Park  
San Diego, CA 92110  
(619) 260-4545

## Protocol for Advisor Holds

### 1) Preceptorial advising.

All incoming freshmen will have advisor holds placed on their registration until they meet with their Preceptor during the Torero Days orientation. Holds will prevent incoming students from making damaging changes to their schedules, since many students do not yet fully understand the academic requirements at USD. One of the purposes of the Torero Days Preceptorial meeting is to introduce students to the Core Curriculum and the major and to trouble-shoot student schedules (math and foreign language placement, AP credit, etc.). Immediately following the Torero Days meeting, all freshmen advisor holds will be lifted automatically. **During subsequent registration periods advisor holds will be used for all undeclared students, but lifted and remain lifted once a student has declared a major (with the exception of tardy graduation petitioners as outlined in point 5 below).** NOTE: Undeclared freshmen and sophomores will continue to be advised by their Preceptor. Undeclared juniors and seniors will be advised by the Dean's Office, College of Arts and Sciences. Preceptor Responsibilities: Explain Core requirements, introduce students to DARS,

check math and foreign language placement and AP credit, review individual student schedules and monitor changes to their schedules.

During the fall and spring semesters Preceptors are required to advise their Preceptees for the subsequent semester. As is the case in the current Banner system, freshmen eligibility for enrollment is determined by number of units completed. Prior to the registration period, all freshmen will receive an electronic notification urging them to meet with their faculty Preceptor (or major advisor if they have declared a major) to plan their classes for the next semester. Preceptor/Advisor Responsibilities: Meet with each Preceptee and review/plan a course of study.

2) First semester transfers.

All incoming transfer students will have advisor holds placed on their registration. If transfers have determined a major at the point of enrollment, they should meet with a faculty advisor in that major and complete a declaration of major form. If transfers are undeclared, they will be advised by the College Dean's office. Once transfers have been advised the designated advisors will lift their holds. Advisor Responsibilities: Provide contact information (office phone # and e-mail), explain major requirements, review academic progress, and map out an estimated plan for graduation.

3) Students with 45 or more units completed.

All students who have completed 45 or more units and who have not declared a major will be sent an electronic notification urging them to declare a major and outlining the procedural steps for doing so. Reminders will be sent out periodically until the declaration occurs. These students will also be encouraged to meet with an advisor in the Dean's office, who can assist these students in developing an effective academic plan.

4) Declaration of major.

Students will be assigned to a faculty advisor by the department chair/program or area director upon the submission of a declaration of major form. The current forms have been modified so that they also require the signature of the assigned advisor. Students are not officially declared until they meet with their faculty advisor to discuss the major and outline a plan for completing it.

Advisor Responsibilities: Provide contact information (office phone # and e-mail), explain major requirements, review academic progress, and map out an estimated plan for graduation. (NOTE: The requirement to obtain the signature of the assigned advisor also applies to transfer students if they have determined a major at the point of enrollment and declare their major at that time).

5) Petition to graduate.

All students who have reached second semester junior status will be sent an electronic communication urging them to file a graduation petition and outlining the steps for doing so. The current form has been modified so that an advisor's signature is required rather than optional. Students should also be directed to obtain the advisor's signature prior to delivering the form to the chair/program or area director. **Once a student has**

**completed 90 or more units and has not yet filed a graduation petition, an advisor hold will be placed on that student's registration.** Hence, these students will not be permitted to enroll in classes until the petition has been processed. Advisor Responsibilities: Review progress towards graduation, delineate a plan for graduation, trouble-shoot any potential problems, and sign the student's graduation petition before it goes to the department/program Chair for approval.

6) Students at risk.

Students on academic probation are required to attend a Probation Workshop led by one of the Associate Deans during the first week of the probation semester. At this workshop, students are introduced to various resources to support their academic success, strongly encouraged to meet with their academic advisors, and tasked with completing an academic assistance plan. Advisors are also notified if an advisee is placed on academic probation. Advisor Responsibilities: Contact students on probation and assist the student in developing an improvement strategy. Check midterm grades for all advisees each semester, contact student in jeopardy, and assist in developing an improvement strategy. (NOTE: Midterm grade reports sent to advisors should contain appropriate student contact information. In addition, student grade reports should urge students in jeopardy to contact their advisors immediately).

**Updated 4/8/09**

## Rosters

Starting Fall 2008, class rosters will be available online using the Banner system and by logging in to the MySanDiego account (select the Teach/Advise tab). If you do not have a MySanDiego login account, please call Technical Support at 619-260-7900 or e-mail [BLISS@sandiego.edu](mailto:BLISS@sandiego.edu)

## Student Learning Initiatives; UC 102

The Student Learning Initiatives Office coordinates programs and services, primarily for first year undergraduate students, to enhance student learning and promote student success in and out of the classroom. The primary focus of Student Learning Initiatives is Freshmen First Year Experience at USD. It offers well established programs for first-year students such as: FRESH@USD sessions, Online Resources, and Academic Assistance Planning/Peer Advising.

The Office of Student Learning Initiatives is located in University Center, Room 102. The office can be reached at: (619)260-5995. Hours of operation are Monday-Friday 9:00am-5:00pm.

For more information visit the Student Learning Initiative website at: [www.sandiego.edu/sli](http://www.sandiego.edu/sli)

## Transfer of Credit

Academic courses from other accredited institutions are normally transferable if the grades are C- or better, and if the institution from which the grades were received is USD approved. However, students should be aware that the University of San Diego has full discretion concerning which credits are applicable to its curricula and are therefore transferable. In addition to transcripts, students may need to provide documentation of courses taken. All courses transferred to USD are transferred for unit credit and are not calculated into the GPA.

A course will not be accepted if it duplicates work taken at USD, except in cases where a grade of D or F was received in the USD course.

Students also should be aware that the core curriculum requirement in human values may be affected by the number of credits transferred at entry to USD. For example, a student entering USD at junior standing (60-90 units) needs only two theology and religious studies classes after entrance. A student entering at 90 credits or over need take one (upper-division) theology and religious studies class and one (upper-division) philosophy ethics course after entrance.

Students who wish to take courses at other institutions should obtain advance written approval by filling out a Petition to Transfer of Credit form, which can be found online at [www.sandiego.edu/registrar](http://www.sandiego.edu/registrar). The student will get the signature of their advisor, the department chair in the comparable department in which the course is being taken, and the transfer analyst or the dean if they expect such courses to be accepted in fulfillment of degree requirements at the University of San Diego. Coursework taken at another university after a student leaves USD is not posted to the official transcript unless the student is readmitted to the university.

Note; the College of Arts and Sciences and the Business school do not accept online courses at the Undergraduate level

## Tutoring Centers

### Logic Center; FH 160

The Logic center provides tutoring for students enrolled in logic classes at USD. It is staffed with tutors who have been recommended by their logic instructors and is an informal, drop-in center for students who need extra help in completing their assignments or preparing for their exams. The Logic Center is location in Founders Hall, Room 160. For up-to-date information about the Logic Center and the work schedules of the student tutors refer to their website at: [www.sandiego.edu/phil/logiccenter.php](http://www.sandiego.edu/phil/logiccenter.php)

### Mathematics Center; Serra Hall 310

The Mathematics Center provides peer tutoring to students in their lower-level mathematics courses. The goal of the Mathematics Center is to provide short-term assistance while helping students become independent learners. The Mathematics Center is located in Serra Hall, Room 310, and is available to USD students on a walk-in-basis. Tutors are selected through recommendations by faculty members. Although the tutors have been asked to give priority to students in lower-level classes, those tutors with advanced training will help with other mathematics questions whenever they have time to do so. The schedule and current information about the Mathematics Center is available on their website at: [http://math-cs.sandiego.edu/math\\_center](http://math-cs.sandiego.edu/math_center)

### Writing Center; FH 190B

The Jack and Helen Drown Writing Center, administered by the Department of English offers help to USD students from all disciplines and class levels. The Writing Center is staffed by trained, faculty-recommended peer tutors. Students and tutors work one-on-one in relaxed but structured sessions. The tutoring hour may address any step in the writing process, including understanding a text, brainstorming, expanding or refining ideas, and organizing the work. Writing references and computers are available. The Writing Center is located in Founders Hall, Room 190B. Students may make appointments by calling (619)260-4581. For current schedules and further information please refer to their website at: [www.sandiego.edu/writingcenter](http://www.sandiego.edu/writingcenter)

# Directory

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Carole Huston, Director Assessment	
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Career Services	Ext. 4654
Center for Educational Excellence	Ext. 7402
Center for Wellness and Health Promotion	Ext. 4618
Copley Library	Ext. 4765
Counseling Center	Ext. 4655
Disability Services	Ext. 4655
<b>Emergency Numbers: Public Safety</b>	
Emergency	Ext. 2222
Non-Emergency	Ext. 7777
Financial Aid	Ext. 2492
Health Center	Ext. 4595
Honors Program	Ext 7847
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Writing Center	Ext. 4581
Undergraduate Admissions	Ext 4506