



Dear Prospective Student:

IF you are currently a USD student, do NOT complete this form.

Forms for USD students are available through the One Stop tab in the MySanDiego portal.

IF you are not a USD student and have a bachelor's degree, do NOT use this form.

You must apply for Special Student status through the Office of Graduate Admissions in Serra Hall, or by calling (619) 260-4524.

IF you do not have a bachelor's degree and are not a student at USD, the following forms may be downloaded from our website at www.sandiego.edu/sio, completed and submitted with your application:

- Registrar's Information form
- Academic Integrity at USD form
- FERPA Compliance form

In addition, the following documents must be included with your application for Special Student status at the University of San Diego:

- Unofficial Transcript(s) from all post-secondary institutions
- Letter of Approval from your present institution if currently attending. This ensures that your school will accept the units you take at USD.
- Non-refundable check in the amount of \$55.00 must accompany your application packet
- If you are a high school student, see our Summer or Intersession bulletin for registration information.

Once you have submitted your complete application packet to the Summer and Intersession Office, it takes approximately one to two weeks for a decision to be made on your application. We will contact you by email to notify you of your enrollment status and inform you of the amount of your tuition if you are accepted.

If you have any questions, please feel free to contact us at (619) 260-2742.

Sincerely,

Kim Parks

Associate Registrar

Summer and Intersession Office



Undergraduate Special Student Application for Summer or Intersession

Applicant Information

Full Name: _____
Last First M.I.
_____ Male Female
Additional name(s) which may appear on transcripts

Address: _____
Street Address Apartment/Unit #
_____ *City State ZIP Code*

Phone: () _____ E-mail Address: _____

Education

List in Chronological order all colleges and/or universities attended

Name of Institution	State	Attendance Dates	Major
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

USD Plans

I am applying for entrance in:
 Summer 20__ Intersession 20__

I have attended USD previously:
 Yes No

I previously applied for admission to USD:
 Yes No

If yes, what semester and year?
 Fall Spring Summer Intersession Year _____

If yes, what semester and year?
 Fall Spring Summer Intersession Year _____

Program/Courses: _____

If you have a USD ID number please write it here: 0 0 _____

List course(s) in which you would like to enroll at USD:

CRN	Course Title	Session
_____	_____	_____
_____	_____	_____

PLEASE INITIAL ALL STATEMENTS BELOW:

- _____ I understand that this admission is only temporary and does not imply in any way formal admission to the University of San Diego, which must be accomplished by presentation of the full formal application through Undergraduate Admissions.
- _____ I understand that Undergraduate Special Students are not eligible for any form of USD financial aid.
- _____ I understand that Undergraduate Special Students status limits me to enrolling in a maximum of one (1) class per session, with no overlapping sessions and a maximum of nine (9) units during the Summer and one (1) class during Intersession.
- _____ I certify that the information on this application is true to the best of my knowledge.

Signature: _____ Date: _____



Registrar Information Form

ID#: _____

SSN: _____

Name: _____
Last First MI

Local Address: _____
Number and Street City State Zip

Phone: (_____) _____

Permanent Address: _____
Number and Street City State Zip

Phone: (_____) _____

UNDER TITLE VI OF THE CIVIL RIGHT ACT OF 1964, THE UNIVERSITY OF SAN DIEGO IS REQUIRED TO REPORT ETHNIC COMPOSITION OF ITS STUDENT ENROLLEMENT:

ETHNIC BACKGROUND (circle one): 1) White, Non-Hispanic 2) Hispanic 3) Asian 4) Pacific Island
5) Black, Non-Hispanic 6) American Indian or Alaska Native 7) Filipino 8) Chicano 9) Puerto Rican

OPTIONAL INFORMATION: THE FOLLOWING INFORMATION IS USED FOR STATISTICAL REPORTING AND FUTURE PLANNING. YOUR COOPERATION IS APPRECIATED.

RELIGIOUS PREFERENCE (circle one): A) Baptist B) Buddhist C) Catholic E) Episcopalian
G) Muslim H) Hindu I) Islamic J) Jewish L) LDS M) Methodist N) Non-Denominational Q) Christian
R) Presbyterian S) Sikh U) Lutheran X) Orthodox Y) Catholic, Other Z) Catholic, Roman
D) Decline to State F) No Preference

Sex (circle one): F) Female M) Male **Date of Birth:** _____

Marital Status (circle one): M) Married S) Single

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT OF 1974

The Family Educational Rights & Privacy Act of 1974 was designated to protect the privacy of educational records, to establish the rights of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights & Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

Directory information of students at the University may be released for any purpose at the discretion of our institution. Under provisions of the Family Educational Rights & Privacy Act of 1974, you have the right to withhold the disclosure of any or all directory information. USD may utilize for internal purposes or for USD publications photographic, video, or electronic images of students taken with the students' knowledge.

Signature: _____ **Date:** _____



Academic Integrity at USD

ID#: _____

Name: _____

The University of San Diego Board of Trustees at its March 1985 meeting approved a policy on Academic Integrity. In part, the policy states:

“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.”

Because of the importance of scholastic honesty, acts of dishonesty are of great concern to our USD community. Acts of academic dishonesty include: a) unauthorized assistance on an examination; b) falsification or invention of data; c) unauthorized collaboration of an academic exercise; d) plagiarism; e) misappropriation of research materials; f) any unauthorized access of an instructor’s files or computer account; or g) any other serious violation of academic integrity as established by the instructor. Acts of dishonesty can lead to penalties in a course such as: reduction of grade; withdrawal from the course; a requirement that all or part of a course be retaken; and a requirement that additional work be undertaken in connection with the course.

Because of the seriousness of academic dishonesty, further penalties at the level of the University community can be applied; these penalties can include probation, a letter of censure, suspension, or expulsion. Full copies of the policy on Academic Integrity are available at the offices of the Provost, Vice-President for Student Affairs, and Academic Deans. Instructors can also explain their expectations regarding academic honesty in their classes.

I have read the above and understand the importance of academic integrity in the USD community.

SIGNATURE: _____

DATE: _____



USD STUDENT INFORMATION RELEASE AUTHORIZATION
Family Educational Rights and Privacy Act (FERPA)

STUDENT NAME: _____ USD ID# _____
(please print) Last First Init

View complete FERPA regulations at <http://www.sandiego.edu/registrar/ferpa>

In compliance with the Federal Family Education Rights and Privacy Act of 1974, the University of San Diego is prohibited from providing certain information from your student records to a third party, such as information on grades, billing, tuition and fees assessments, financial aid (including scholarships, grants, work-study, or loan amounts) and other student record information. This restriction applies, but is not limited, to your parents, your spouse, or a sponsor.

- Under the provisions of FERPA, school officials may release directory information at their discretion without prior consent of the student. At USD, directory information includes student's name, e-mail address, major field of study, dates of attendance, sports activities, and degrees, honors, or awards received. The student has the right to withhold disclosure of all information and may do so by completing the Request to Restrict Directory Information form available at the FERPA website. A restriction prevents USD from releasing any information about a student, including the student's attendance, and must be filed annually. For internal purposes or for USD publications, the University may use photographic, video, or electronic images of students taken without students' knowledge.
- Students may grant the University permission to release information about their student records to a third party (including parents, step-parents, etc.) by submitting a completed Student Information Release Authorization. You must complete a separate entry for each parent, family member, or other individual to whom you wish to grant access to information regarding your student records.
 - The specified information will be made available only if requested by the authorized third party; that person must be able to provide USD with the appropriate identifying information (e.g., SS#) when requested.
 - The University does not automatically send information to a third party
 - *At the university level, parents have no inherent rights to access or inspect their son or daughter's education records, unless the student is a dependent as defined in section 152 of the Internal Revenue Code of 1986. See www.sandiego.edu/registrar/ferpa for more information and applicable form(s).*

Complete one box on the reverse side of this form for EACH parent, family member, or other individual for whom you would like to grant access to your USD student record(s) and submit to the Office of the Registrar, University of San Diego.

You are agreeing that information pertaining to each category selected can and will be shared with the individual listed upon request. In order to be considered valid, you must read the information listed above, and acknowledge your acceptance of the terms via signature. Note that your authorization to release information has no expiration date; however, you may revoke your authorization at any time by sending a written request to the same address.

- This release overrides all FERPA directory suppression information that you have set up in your student record for any third party designee you name on this form; it also overrides any previous authorization requested.
- **University policy prohibits the release of certain aspects of student records (e.g., registration, grades, GPA) over the phone or via e-mail.**
- The release of student conduct records is done on a case by case basis and in compliance with FERPA guidelines.

My signature below verifies that I have read and understand the FERPA regulations as presented above and on the USD website. I agree to the information release terms as stated.

Student Signature _____

USD ID# _____ DATE _____

General questions may be directed to the appropriate Registrar: the University Registrar for undergraduate and graduate students and the Law School Registrar for law students. Comments or suggestions from undergraduate and graduate students or their parents should be addressed to the Registrar, Susan Bugbee, bugbee@sandiego.edu, (619) 260-4600, extension 2888, Founders Hall 117. Comments from law students should be addressed to Law School Registrar, Marjorie Zhou, mzhou@sandiego.edu, (619) 260-4526, Warren Hall 202.

LAST NAME _____

FIRST NAME _____ Init _____

Relationship to Student _____

SS # (Last 4 digits only) _____ Birth date _____

Street Address _____

City, State, Zip _____

Phone Number _____

Email Address _____

Billing information, including statements, charges, credits, payments, past due amounts, and/or collection activity

Parking and Campus Card services, including parking citations, ID card, Campus Cash, photo, meal plan and campus telephone account

Grades/GPA, demographic, registration, student ID number, academic progress status, and/or enrollment information

Financial Aid information, including awards, application data, disbursements, eligibility, and/or financial aid satisfactory academic progress status

USD-maintained loan disbursement information, excluding Stafford and PLUS loans, including billing and repayment history (including credit reporting history), communication history, balances, and/or collection activity

LAST NAME _____

FIRST NAME _____ Init _____

Relationship to Student _____

SS # (Last 4 digits only) _____ Birth date _____

Street Address _____

City, State, Zip _____

Phone Number _____

Email Address _____

Billing information, including statements, charges, credits, payments, past due amounts, and/or collection activity

Parking and Campus Card services, including parking citations, ID card, Campus Cash, photo, meal plan and campus telephone account

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USD-maintained loan disbursement information, excluding Stafford and PLUS loans, including billing and repayment history (including credit reporting history), communication history, balances, and/or collection activity

LAST NAME _____

FIRST NAME _____ Init _____

Relationship to Student _____

SS # (Last 4 digits only) _____ Birth date _____

Street Address _____

City, State, Zip _____

Phone Number _____

Email Address _____

Billing information, including statements, charges, credits, payments, past due amounts, and/or collection activity

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LAST NAME _____

FIRST NAME _____ Init _____

Relationship to Student _____

SS # (Last 4 digits only) _____ Birth date _____

Street Address _____

City, State, Zip _____

Phone Number _____

Email Address _____

Billing information, including statements, charges, credits, payments, past due amounts, and/or collection activity

Parking and Campus Card services, including parking citations, ID card, Campus Cash, photo, meal plan and campus telephone account

Grades/GPA, demographic, registration, student ID number, academic progress status, and/or enrollment information

Financial Aid information, including awards, application data, disbursements, eligibility, and/or financial aid satisfactory academic progress status

USD-maintained loan disbursement information, excluding Stafford and PLUS loans, including billing and repayment history (including credit reporting history), communication history, balances, and/or collection activity

NOTE: The release of student conduct records is done on a case by case basis and in compliance with FERPA guidelines