

## **Offices You May Need to Contact After Filing Your Leave of Absence Request**

When the CSS has approved your leave of absence request, be sure to follow up with the following departments or offices (if applicable):

- On Campus Housing** (Mata'yuum Crossroads, 619-260-4777, [housing@san Diego.edu](mailto:housing@san Diego.edu))  
Cancel your housing contract for the upcoming semester/year. This is a separate contract from the Leave of Absence form and will not be canceled automatically.
- Campus Card Services** (UC-127, 619-260-5999, [campuscard@san Diego.edu](mailto:campuscard@san Diego.edu))  
Meal plans will be refunded automatically. Contact if you have specific questions.
- One Stop Student Center** (UC-126, 619-260-2700, [onestop@san Diego.edu](mailto:onestop@san Diego.edu))
  - Financial Aid Questions**  
Your financial aid will be canceled for the semester(s) that you are on leave. The Office of Financial Aid will calculate how much (if any) of your financial aid you are eligible to keep based on your attendance during the semester. For questions about scholarships, grants, or to see how your financial aid package is affected, please contact the One Stop Student Center.  
  
Please Note: If you have borrowed Federal Direct Student Loans, please note the program provides a grace period that you are given before entering into repayment. Going on a leave of absence may exhaust your grace period (an average grace period is six months) and you may have to begin to repay your loans. To determine the different types of federal loans, the length of your grace period before repayment, and other questions, please contact your federal loan servicer for more information. Loan servicers can be found at <https://studentaid.gov/manage-loans/repayment/servicers>
  - Student Account Questions**  
Take care of any outstanding balances or check on the tuition refund process.
- Student Health Insurance Plan** ([wellness@san Diego.edu](mailto:wellness@san Diego.edu))  
If a Leave of Absence is **taken in the first 31 business days of the effective date of coverage** the student cannot remain enrolled in the SHIP and coverage will be cancelled. After 31 business days, the student will need to remain enrolled for the portion of the plan that has been paid for. Only full-time students are eligible to have coverage.  
\*Effective date of coverage: August 1 for international students and August 15 for domestic students
- Summer School/Intersession Office** (FH-117, 619-260-2742, [sio@san Diego.edu](mailto:sio@san Diego.edu))  
Cancel registration for upcoming summer or intersession courses. Completing a leave of absence form will not drop these classes automatically.
- Military and Veterans Program** (UC-225, 619-260-7843, [military@san Diego.edu](mailto:military@san Diego.edu))  
For students using VA benefits, it is important to connect with the Military and Veterans Program before changing the number of units or withdrawing from courses as your benefits may be impacted.
- International Center** (SH-315, 619-260-4598, [international@san Diego.edu](mailto:international@san Diego.edu))  
Cancel an upcoming study abroad trip. This will not be cancelled automatically.
- Athletics**  
Inform your coach of your leave of absence.

**Faculty Advisor**

Inform your advisor of your leave of absence.

**Work Study**

If you work on campus, inform your supervisor of your leave of absence.

**Clubs and Organizations**

Inform your respective clubs/organizations about your leave of absence. Students who are on a leave of absence will not be charged student fees during their leave term and during this time are not eligible for campus privileges such as participating in campus activities, on campus employment, or utilizing campus resources. These privileges will resume once the student returns from a leave of absence and is enrolled in classes.

**ITS Help Desk ([help@san Diego.edu](mailto:help@san Diego.edu); 619-260-7900)**

Please add your personal email in the USD system. If your @sandiego.edu email account is disabled for some reason while you are on a leave of absence, you are still able to communicate with offices on campus regarding FERPA-protected information (i.e. financial aid, registering for classes, etc.). You can update this yourself in the MySanDiego Portal at Torero Hub > My Torero Services > Personal Information, or by contacting the ITS Help Desk for assistance.

## Returning from a Leave of Absence

You should ideally register at your assigned day/time based on the amount of units completed. Follow the steps below to return from your leave of absence:

- ❑ **One Stop Student Center**
  - ❑ Contact the One Stop Student Center to verify that your account is in good standing, you have no holds, and that your financial aid requirements are satisfied (if applicable).
  
- ❑ **Faculty Advisor**
  - ❑ Contact your faculty advisor to plan your course selection in advance of registration. If you do not have an advisor, contact the department chair of your major. If you are an undeclared major, please contact the College of Arts and Sciences at [casadvising@sandiego.edu](mailto:casadvising@sandiego.edu)
  - ❑ All students who have a declared major in the School of Business, who are undeclared or have a declared major in the College of Arts and Sciences have an Advisor Hold on their account. Please contact your academic advisor directly to plan your course selection in order to remove the hold placed on your account. Please do so in advance to ensure a timely process.
  
- ❑ **Registration Date/Time:** Determine your registration date for the upcoming semester:
  - ❑ Log into your MySanDiego Portal ([my.sandiego.edu](http://my.sandiego.edu)) Click on the Torero Hub tab
  - ❑ Click on the MyAcademics tab
  - ❑ Register for classes during your given registration time.
  - ❑ There is no special hold put on your account as a result of being on a leave of absence. You can verify the types of holds on your MySanDiego account by going to the "My Academics" page in the portal and click on "Check for Holds."
  
- ❑ **Housing:** If you are planning to live in on-campus housing when you return, please contact Residential Life at [housing@sandiego.edu](mailto:housing@sandiego.edu). They will assist you in determining if it is still possible to secure on-campus housing for the upcoming semester.
  - ❑ For Spring semester housing: The housing application for spring semester opens in November every fall.
  - ❑ For Fall semester housing: Housing applications open in February every spring for the next academic year.
  
- ❑ **Financial Aid:** Have you accepted your financial aid for the next semester or, if you are returning in the fall, have you applied for financial aid for the next academic year?
  - ❑ Please note that upon your return to USD, you will enter into an in school deferment period and will no longer be required to pay your loans prior to your leave of absence while you are enrolled. You will not receive a new grace period on your Federal loans that were borrowed prior to your leave of absence.
  
- ❑ **Student Health Insurance Plan:** A student is eligible to enroll in the USD Student Health Insurance Plan upon returning from a leave of absence and if they are enrolled full-time. For more information, please refer to the [Student Health Insurance website](#). If you have any questions about the Student Health Insurance Plan when you return, please contact: [wellness@sandiego.edu](mailto:wellness@sandiego.edu)
  
- ❑ **ITS Help Desk** ([help@sandiego.edu](mailto:help@sandiego.edu), 619-260-7900)  
If you lose access to your USD email account or MySanDiego Portal, please contact the ITS Help Desk for assistance.

- ❑ If you were placed on scholastic probation for the same semester as your leave, your probationary status will continue into the next semester. Please contact the Center for Student Success at [css@sandiego.edu](mailto:css@sandiego.edu) to discuss your academic status and the resources available to help you return to good standing.