

MySanDiego Portal: used for registration, finances, grades, and email

1. Go to my.sandiego.edu and login with your USD username and password.
2. From the **Torero Hub** tab, you can navigate to the following pages:
 - a. **Paralegal** - From this page, you can register for classes, view your class schedule, view final grades, and obtain an unofficial transcript (see pages 2-5 for details).
 - b. **My Financial Aid** - On this page you will find all information regarding your financial aid award and necessary steps to complete (see page 6 for details).
 - c. **My Student Account** - From this page you can view your student account, make a payment, set up a payment plan, and obtain tuition tax documents (see page 7 for details).

***Check your USD email regularly!**
All official communications from USD and the Paralegal staff and instructors will be sent here!*

mySanDiego

Torero Hub ▾ Torero Life ▾

Welcome

Paralegal

My Financial Aid (Non-Law)

My Student Account

FERPA

My Torero Services

Library

Law Library

Emergency Notification

Emergency Notification

In an emergency, we may need to notify you of a serious threat to your safety. Please help us by providing the following information. It will only be used for emergency/safety purposes.

Thank you.

My First Name:

My Last Name:

Cell Number On Record:

Update My Cell Number:

Submit

Please Enter 999 9999999 if you do not have cell phone in the Update My Cell Number field.

USD Voice: Available now on Amazon Echo

Calendars

Campus Master Calendar

Link to the university master calendar for all events scheduled on campus, including meetings, classes and special events.

a. Paralegal

Final course grades will be posted here approximately 2 weeks after the end of each course.

To view your final grades, select the term from the drop-down menu (*Note: Do not select the terms that start with FST, no grades will show*). All courses for which you are currently enrolled will show. If the final grade is available it will show in the Final column.

mySanDiego

Torero Hub ▼ Torero Life ▼ / Torero Hub / Paralegal

Email Sign Out 70°F / 21°C

Student Grades

Preferences

Summer 2016 Select Another Term ▼

Course Title	CRN	Subject	Course	Midterm	Final
Introduction to Law					
Legal Research and Writing					
Civil Litigation					

Midterm Final

Banner Registration Tools

Registration Tools

- Registration Status
- Look Up Classes
- New Add/Drop Registration
- Old Add/Drop Classes
- Active Registration
- Concise Student Schedule
- Detailed Student Schedule
- Registration History
- Plan for Future Terms

Important Registration Planning Information

For technical issues with online registration contact the Help Desk at 619-260-7900 (x7900) or help@sandiego.edu.

Academic Profile

Summer 2016 Select Another Term ▼

Primary

Curriculum

Class Standing:

Degree:

Level:

Program:

Admit Term:

Catalog Term:

College:

Campus:

Major and Department:

Advisors

Transcript Holds

Paralegal Alumni Association

The USD Paralegal Alumni Association promotes high standards in the paralegal profession, provides informational and continuing education meetings for members, and supports the USD Paralegal Program. Visit our Alumni webpage to learn more and to join the Alumni Association. All Paralegal Program graduates are encouraged to join our LinkedIn group to network with fellow alumni, exchange ideas and discuss opportunities and trends in the paralegal profession.

Alumni Benefits

Job Board

Association members receive the weekly Job Board consisting of jobs submitted to the Program Office and positions we identify using a variety of resources.

Continuing Education

Association members receive discounts on continuing education courses offered by the Alumni Association, most of which offer MCLE (Mandatory Continuing Legal Education) credit.

Test Preparation

USD offers comprehensive preparation courses for the LSAT, GMAT and GRE. Graduates of the USD Paralegal Program are entitled to a 10% discount on USD's Preparation Courses. For information and schedules visit www.sandiego.edu/testprep.

Paralegal Career Services

The Paralegal Program offers employment assistance to help graduates find employment in the legal field. Decisions to work in conjunction with the

See pages 3-5 for detailed registration instructions.

Click the Transcript link to view an unofficial copy of your transcript.

1. When you click the **New Add/Drop Registration** link on the Paralegal page, a new window will open (**make sure your pop-up blocker is off*).
2. Click the link to **Register for Classes**.
3. From the drop-down menu, **select the term** for which you want to register and click **Continue**.

**Do not select terms that start with "FST" - no courses will show.*

The screenshot shows the 'REGISTRATION' section of the University of San Diego's Banner Self-Service portal. The header includes the university logo, navigation links for Banner Self-Service, Student, and Registration, and user options for Student, Sign Out, and Notifications. The main content area, titled 'What would you like to do?', features six interactive tiles with icons and descriptions:

- Prepare for Registration**: View registration status, update student term data, and complete pre-registration requirements.
- Register for Classes**: Search and register for your classes. You can also view and manage your schedule.
- Plan Ahead**: Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- Browse Classes**: Looking for classes? In this section you can browse classes you find interesting.
- View Registration Information**: View your past schedules and your ungraded classes.
- Browse Course Catalog**: Look up basic course information like subject, course and description.

The ellucian logo is visible in the bottom right corner of the page.

- Under the Find Classes tab, enter **Paralegal Studies** in the Subject field and click the **Search** button.
- A listing of all Paralegal classes will appear. Find the classes you want to register for and click the **Add** button.

Important Notes:

- Classes with a Course Number ending in "E" are only available to Evening students.
- Classes with no "E" in the Course Number are only available to Day students.
- Courses may appear to conflict because they are on the same days/times, but their **date ranges may differ**. Hover over the **Meeting Times** column to see full details of the course dates, time, and location. **The system will prevent you from registering for courses that overlap.**

- After you have added all your courses, click the **Submit** button at the bottom of the screen to complete the registration process.

University of San Diego®

[Banner Self-Service](#)
[Student](#)
[Registration](#)
[Select a Term](#)
[Register for Classes](#)

Register for Classes

[Find Classes](#)
[Enter CRNs](#)
[Plans](#)
[Schedule and Options](#)

Search Results — 24 Classes
Term: Spring 2017 Subject: Paralegal Studies

[Search Again](#)

Title	Subject Description	Course Number	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	
Introduction to Law Lecture	Paralegal Studies	500	01	2	3685	Spring 2...	Boros, Nicole (Primary)	S M T W T F S 09:00 AM - 12:10 PM Building: Barcelona Room: Main Ca...	Main Ca...	21 of 40 seats remain.	Add
Introduction to Law Lecture	Paralegal Studies	500E	01	2	3698	Spring 2...	Cara, Adriana (Primary)	S M T W T F S 06:00 PM - 09:10 PM Building: Barcelona Room: Main Ca...	Main Ca...	15 of 40 seats remain. Time Conflict!	Add
Legal Research and Writing Lecture	Paralegal Studies	505	01	3	3686	Spring 2...	DeKovens, Robert (Primary)	S M T W T F S 09:00 AM - 12:10 PM Building: Warren Hall Room: Main Ca...	Main Ca...	22 of 40 seats remain.	Add
Legal Research and Writing Lecture	Paralegal Studies	505E	01	3	3699	Spring 2...	Engle, Melissa (Primary)	S M T W T F S 08:30 AM - 12:45 PM Building: Pardee Legal Rese Main Ca...	Main Ca...	23 of 40 seats remain.	Add
Computers in the Legal Field Lecture	Paralegal Studies	510	01	3	3687	Spring 2...	Minden, Kimberly (Primary)	S M T W T F S 09:05 AM - 12:15 PM Building: Barcelona Room: Main Ca...	Main Ca...	7 of 25 seats remain.	Add
Computers in the Legal Field Lecture	Paralegal Studies	510E	01	3	3701	Spring 2...	Lazarus, Larissa (Primary)	S M T W T F S 06:00 PM - 09:10 PM Building: Barcelona Room: Main Ca...	Main Ca...	16 of 25 seats remain. Time Conflict!	Add
Computers in the Legal Field Lecture	Paralegal Studies	510E	02	3	3702	Spring 2...	Isaac, Sandy (Primary)	S M T W T F S 06:00 PM - 09:10 PM Building: Barcelona Room: Main Ca...	Main Ca...	1 of 25 seats remain. Time Conflict!	Add
Introduction to Business Entities Lecture	Paralegal Studies	521	01	3	3694	Spring 2...	Trowbridge, Jennifer (Primary)	S M T W T F S 01:30 PM - 04:40 PM Building: Barcelona Room: Main Ca...	Main Ca...	9 of 25 seats remain.	Add
Introduction to Business Entities Lecture	Paralegal Studies	521E	01	3	3708	Spring 2...	O'Laughlin, Daniel (Primary)	S M T W T F S 06:00 PM - 09:10 PM Building: Barcelona Room: Main Ca...	Main Ca...	3 of 25 seats remain.	Add
Administrative Law Lecture	Paralegal Studies	524E	01	3	3705	Spring 2...	Klein, Robert (Primary)	S M T W T F S 06:00 PM - 09:10 PM Building: Kroc Inst for Peac Main Ca...	Main Ca...	14 of 25 seats remain. Time Conflict!	Add

Page 1 of 3 10 Per Page Records: 24

Panels

☐ Conditional Add and Drop

[Submit](#)

7. Once you have completed the registration process, you can view the details of your schedule and your total tuition and fees in the **Panels** at the bottom of the screen, or click on the **Schedule and Options** tab at the top to email or print a copy of your schedule.

University of San Diego

Banner Self-Service > Student > Registration > Select a Term > Register for Classes

Register for Classes

Find Classes | Enter CRNs | Plans | **Schedule and Options**

Summary
Term: Spring 2017

Title	Details
Contracts	PLST 525E, 01
Introduction to Business Entities	PLST 521E, 01
Real Estate	PLST 556E, 01

Total Hours | Registered: 9 | Billing: 9 | CEU: 0 | Min: 0 | Max: 999,999,999

Courses may appear to conflict in the calendar, but if you click on the course, then click **Instructor/Meeting Times**, you will see the exact dates of the course. **Note: syllabi and book info will be posted on Google Drive, not here.*

View your tuition and fees here. For information on payments and financial aid, continue to page 6 of this guide.

Schedule | Schedule Details

Class Schedule for Spring 2017

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6pm			Contracts		Contracts		
7pm			Intro to Business		Intro to Business		
8pm			Real Estate		Real Estate		
9pm							
10pm							
11pm							

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Contracts	PLST 525E, 01	3	3703	Lecture	Registered	None
Introduction to Business Entities	PLST 521E, 01	3	3708	Lecture	Registered	None
Real Estate	PLST 556E, 01	3	3707	Lecture	Registered	None

Total Hours | Registered: 9 | Billing: 9 | CEU: 0 | Min: 0 | Max: 999,999,999

Conditional Add and Drop | Submit

Panels

MyUSD

Some of the MySanDiego features can be accessed through the MyUSD application, available for Apple and Android devices:

<https://www.sandiego.edu/its/services/detail/62>

b. My Financial Aid

mySanDiego

EmailSign Out

Torero Hub ▼Torero Life ▼

🏠 / Torero Hub / My Financial Aid (Non-Law)

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Financial Aid Ticker

17/1

Financial Aid Status

2017-18 Academic Year

Financial Aid Status.

Term: 2017-18 Academic Year ▼

Submit

If you are receiving Financial Aid, make sure that you see all green check marks in this list. For more information or assistance, refer to our Financing Options webpage:
<https://www.sandiego.edu/law/academics/paralegal/financing.php>

Financial Aid Requirements

1516 Academic Year

Requirements	Fund	Source	Term	Status
				✓

Choose Another Year ▼Go

Important Information: Please note that the red flags for the Federal Direct Loan requirements will not be updated until mid-July if all requirements have been completed. The 3 week deadline does not apply to loan requirements. This includes applications, Entrance Loan Counseling, and Master Promissory Notes (MPN).

Financial Aid Awards

Financial Aid Awards 📄

Housing And Units

Financial Aid Useful Links

- Forms & Applications
- Entrance/Exit Loan Counseling
- Office of Financial Aid
- Student Employment
- FAFSA
- 2016-2017 Change of Status e-form
- 2016-2017 FWS Appeal Form
- 2017-2018 Early FAFSA Information
- 2017 Summer College Work Opportunity Application
- 2017 Summer Supplemental Financial Aid Application
- 2017 Summer Change of Status eForm
- 2017-2018 Change of Status eForm

Free Book Drawing

Win a Free Copy of "Your Money, the Missing Manual" or "Secrets to Winning a Scholarship" Click Here!

Family Educational Rights and Privacy Act (FERPA)

What is FERPA?

Frequently asked questions

For students, parents, faculty, and staff

USD Release Policy

Granting Others Access to Your Information: FERPA Tutorial

c. My Student Account

Nearly everything you need to know about making payments, setting up payment plans, or viewing your student account is here.

**All of these links open in a new window.
Make sure your pop-up blocker is off.*

mySanDiego

Torero Hub ▾ Torero Life ▾ [Home](#) / Torero Hub / My Student Account 📧 Email Sign Out

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My Student Account

There are no holds on your account

Click [My Online Student Account](#) to do the following from the list:

- [View my bill or recent activity Tutorial](#)
- [Make a payment Tutorial](#)
- [Enroll in Payment Plan Tutorial](#)
- [Enroll in eRefund \(Direct Deposit\) Tutorial](#)
- [Authorize a Parent to view and pay my account Tutorial](#)
- [FAQ about student accounts](#)

 If you have questions and/or are unable to pay your student account, please contact onestop@sandiego.edu. Your USD ID# must be included in all email questions.

(having trouble with the link?)

Student Account Ticker

Pay by 20th for undergraduates and graduates students and January 6th for law students. If your U

Money Matters



Tip of the Month:

Follow the instructions in this box to obtain your 1098-T tax document. If you need assistance, please refer to: <https://usdkb.sandiego.edu/s/article/Information-About-the-1098-T>

International Wire Transfer Payments

Flywire by peerTransfer

USD has partnered with flywire by peerTransfer to streamline the tuition payment process for international students. Click [flywire by peerTransfer](#) to begin your International Wire payment. Tutorial

Tax Document



OMB No. 1545-1574

2016

Form **1098-T**

Tuition Statement

If you were enrolled in credit courses and billed during the previous calendar year and your SSN is on file with us, an electronic copy of your 1098-T will be available by January 31. Your 1098-T will only display charges that were billed during the calendar year, not the payments you made.

Hot Topic Link(s)

- [Free-up Tuition](#), helpful tips on landing scholarships
- [START with CHANGE](#) - Master your Money, One Step at a Time
- [NEW EMPLOYEE SAVINGS TIPS](#)-Time Is On Your Side
- [How to Use Credit Cards Wisely](#)
- [Apple Music Subscription Is Now Half Price For Students](#)