
Student Services

Division of Student Affairs

The Division of Student Affairs is a student-centered partner in the SDSU learning community. Education is enhanced, both inside and outside of the classroom, through quality support services and programs that advance student learning and development.

The division contributes to academic and personal success, encourages independent civic responsibility, and promotes the welfare of all students. Student Affairs helps connect students to the University and to their future, building alliances that foster retention and loyalty beyond graduation.

The Division of Student Affairs consists of the following departments:

- Career Services
- Communications Services
- Commuter and Non-Traditional Student Programs
- Compliance and Policy Analysis
- Counseling & Psychological Services
- Disabled Student Services
- Educational Opportunity Programs/ Ethnic Affairs (EOP)
- Financial Aid and Scholarships
- Fraternity and Sorority Life
- Health Services
- Information Systems Management
- International Student Center/Study Abroad
- Ombudsman
- Residential Education Office
- Student Life and Development
- Student Rights and Responsibilities
- Test Office

Campus Tours

Prospective Student Center

Telephone: (619) 594-6868

The SDSU Ambassadors conduct tours of the campus. The Ambassadors are carefully selected and trained in order to represent SDSU at new student orientation programs and at campus and community events. To find out how to become an Ambassador, or for information about scheduling campus tours, please contact the Ambassadors at (619) 594-6868.

Career Services

Student Services, Room 1200

Telephone: (619) 594-6851

<http://career.sdsu.edu>

Career counselors assist students in the exploration of their skills, interests and values as they choose a major and develop a career plan. A variety of computerized instruments are used in the career counseling and job search process. An extensive Career Library contains occupational/career information, employer reference materials, directories, video and audio tapes, interactive computer assisted programs, and Internet resources for the job search.

A centralized listing of career positions, part-time jobs, campus jobs, volunteer positions, and internships is available in the Career Resource Room and electronically.

Career fairs are scheduled each semester allowing students to meet employers in an informal setting. A comprehensive career fair is scheduled in September followed by a graduate and professional school day. In the spring semester, a series of specialty fairs are scheduled, including one for summer jobs. Access to a bank of SDSU alumni (through the Career Consultants Network) helps students explore numerous career possibilities.

The on-campus interviewing program brings prospective employers and students together for career employment and internship interviews. Career Services' Web-based program, Aztec Career Connection, <http://career.sdsu.edu>, allows students and alumni access to these interviews, plus additional online services and information. Students are assisted in preparing for these interviews and all other aspects of the job quest through workshops and individual career counseling.

The American Humanics Program is designed to prepare students for careers in the non-profit sector. A specialized program, Workability IV, is also available for students with disabilities.

The Center for Community-Based Service Learning (CCBSL) offers programs and resources to SDSU students, faculty, staff, and community members interested in participating in community service and service-learning.

Placement files are maintained for students primarily in education, social service, nursing, and graduate schools.

Various services are offered to alumni for a nominal fee.

Career Services is open 8:00 a.m. to 4:30 p.m., Monday through Friday, and the Career Resource Room is open until 6:00 p.m. on Thursdays during fall and spring semesters while classes are in session.

Counseling & Psychological Services

Student Services, Room 2109

Telephone: (619) 594-5220

www.sdsu.edu/cps

Social science research confirms what you already know from your own experience. Your I.Q. and the facts you learn account for less than 25 percent of your ability to be successful and happy with your life. People who have Emotional Intelligence (a high EQ) understand and manage strong feelings, persist in the face of frustration and trauma, build strong relationships, listen well, and lead others. The higher your EQ, the more likely you are to be both happy and successful in your life.

Counseling & Psychological Services (C&PS) offers individual and group counseling for the typical college student who wants assistance in coping with, and successfully resolving, the problems they face in everyday life. Issues relating to intimate relationships, self-esteem, personal independence, conflict, anxieties, self-confidence and academic performance are difficult and common obstacles for most college students.

Individual counseling services are designed for students who can benefit from short term counseling. If a student's situation requires longer term therapy, referrals can be made to off-campus resources.

C&PS has a stress management program and Personal Growth Resource Library equipped with over 200 video and audio tapes and a variety of free brochures on topics to assist students in their academic performance and personal growth.

Enrolled SDSU students who want help from the C&PS staff in locating off-campus community services can call (619) 594-5220.

Counseling psychologists at C&PS offer help in:

- Learning to reduce stress. Stress can interfere with concentration, memory, and mental processing.
- Dealing with relationship loss, feelings of helplessness or hopelessness, which may lead to a lack of motivation or prolonged depression.
- Developing communication skills and problem solving techniques to improve important relationships.
- Building self-esteem and improving coping skills.
- Clarifying values and career decisions.

Disabled Student Services (DSS)

Student Services, Room 1661
 Telephone: (619) 594-6473
 TDD: (619) 594-2929
www.sdsu.edu/dss

Disabled Student 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 show how best to utilize campus facilities. Prior to receiving assistance, appropriate medical documentation must be submitted to Disabled Student Services.

Services available to all DSS students include a writing center/assistive computer technology lab (the High Tech Center) where students may use standard or assistive computer technology for assignments and may receive tutoring assistance with their writing. Other services available when appropriate include priority registration for students with special needs; close-in parking; transportation on campus and information about off-campus transportation; government benefits counseling; accessibility information; library study rooms; reader services and assistance with books on tape; sign language interpreters or real-time captioning for deaf students; accommodated testing assistance; loan of educational support equipment (tape recorders, amplification equipment, wheelchairs, etc.); tutoring and notetaking services, referral to off-campus agencies for mobility orientation, financial benefits; and other services.

In addition, DSS offers special sections of classes aimed at helping students achieve academic success and fulfill University requirements. Rhetoric and Writing Studies 92A and 96 are designed to help students develop their writing skills and meet the lower division writing requirement. General Mathematics Studies 90A, 90B, and 91 are review classes designed to help students meet University mathematics competency requirements. Rhetoric and Writing Studies 98A is designed to teach students effective test preparation, notetaking, and other strategies to help them improve their academic performance.

Educational Opportunity Programs/ Ethnic Affairs (EOP)

Student Services, Room 2209
 Telephone: (619) 594-6298
www.sdsu.edu/eop

The Office of Educational Opportunity Programs/Ethnic Affairs (EOP) at SDSU has helped many students with the potential for academic success and who are from low-income backgrounds enroll in and graduate from college. It is the purpose of the program to support those students who have the interest and motivation to obtain a college education, but who have not been able to realize their full potential due to economic, educational, or cultural factors.

Student services provided by EOP include preadmission counseling, summer program, priority registration, academic advising, personal counseling, referral services, individual tutoring, study groups, academic skills courses, work study, and multicultural activities. Financial aid is available through the Office of Financial Aid and Scholarships.

To apply for the program, students must complete the CSU Application for Admission and **check the appropriate box for EOP**. EOP applications are available at: <http://eop.sdsu.edu>. Download and print the EOP application forms and mail to EOP.

EOP is a high demand program with a limited number of program admission spaces. Applicants who submit all required documents will be reviewed and if qualified, will be admitted on a first come first served basis.

For assistance in filling out the application forms, or for further information about the program, please contact the EOP office at (619) 594-6298.

Fraternity and Sorority Life

Student Services, Room 1602
 Telephone: (619) 594-2939
www.sa.sdsu.edu/cfs

The Center for Fraternity and Sorority Life oversees all aspects of Greek Life. Greek-letter social organizations create smaller communities within the larger University environment for the purposes of facilitating personal growth, leadership development, and academic support. Fraternities and sororities also offer students opportunities for friendship, small group living, campus involvement, community service, participation in social and recreational activities, and alumni networking. At SDSU there are 15 general fraternities, nine general sororities, six culturally-based fraternities, and 11 culturally-based sororities. Membership recruitment drives (sometimes referred to as "rush") occur at the beginning of each semester. The general fraternities and sororities and one of the culturally-based fraternities operate chapter houses where members can reside. New members should generally not plan on living in the chapter houses until their second year.

Health Services

Corner, Campanile Drive and Hardy Avenue
 Telephone: (619) 594-5281
shs.sdsu.edu

All regularly enrolled SDSU students have prepaid a health fee as part of their tuition and fees which entitles them to basic medical services. Some services, including annual Pap smears and pharmacy, require a minimal fee. Charges associated with these services are usually dramatically lower than those found elsewhere. This care is provided at Student Health Services, an on-campus center where health care providers offer a wide range of programs and services. Services include:

Medical care by physicians board certified in family practice, internal medicine, orthopedics, psychiatry, dermatology, and preventive medicine, and by primary care nurse practitioners; nursing, x-ray, and laboratory services; a pharmacy which dispenses prescriptions and over-the-counter items at cost; health-related counseling and campuswide health education programming offered by the Health Promotion Department.

REQUIRED: Proof of Immunity Against Measles, Rubella, and Hepatitis B

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 encouraged to consider a second measles immunization.*)

Students may fulfill the immunization requirement by bringing or sending medical documentation as proof of either previous illness or immunization to **Student Health Services**. (School records may not be acceptable proof unless signed by a physician or a nurse.) Students may also receive free immunization at Student Health Services. For more information, call (619) 594-5281.

Important: Students who have not complied with this California State University mandate prior to the registration deadline will **not** be able to register for their second semester.

Hepatitis B

All new students who will be 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 may fulfill the immunization requirement by bringing or sending medical documentation as proof of either previous illness or immunization to Student Health Services. (School records may not be acceptable proof unless signed by a physician or a nurse.) Students may also receive immunization at Student Health Services. For more information, call (619) 594-5281.

Important: Students who do not comply with this California State University mandate during their first semester at SDSU will **not** be allowed to register for 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.

Immunization documentation should be mailed or brought to SDSU Student Health Services, Immunization Program, 5500 Campanile Drive, San Diego, CA 92182-4701.

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 who reside in campus residence halls;
- Students who obtained their primary and secondary schooling outside the United States;
- Students enrolled in dietetics, medical technology, nursing, physical therapy and any practicum, student teaching, or fieldwork involving preschool-age children and/or school-age children or taking place in a hospital or health care setting.

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. 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.

Strongly Recommended Health Screening

Immunization from the following diseases may also protect students against potentially severe infections: tetanus, diphtheria, polio, mumps, meningitis, and hepatitis B. Like measles, these too can be particularly harmful in the college-age group. The chicken pox vaccine is available for students who have not had the disease. These immunizations are available at reduced cost at Student Health Services. Flu shots are available annually, as well.

Entering students are also strongly encouraged to have a screening test for tuberculosis (TB). The TB skin test is offered free at Student Health Services.

Appointments

Students without acute or urgent problems are encouraged to make an appointment. Those with problems requiring immediate medical attention should walk in. Student Health Services is open twelve months of the year. During the fall and spring semesters, the clinic is open from 8:00 a.m. to 4:30 p.m., Monday through Friday (call for extended hours of operation). During the summer, clinic hours vary. It is best to call for hours of service and to ask about the availability of services (619) 594-5281. 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.

Student Health Advisory Board

Students can participate in the clinic activities and offer important feedback about services through membership on the Student Health Advisory Board (SHAB) sponsored by Associated Students. Members not only work with clinic staff on a variety of health education projects, but also act as liaison between the SDSU student body and Student Health Services. SHAB keeps 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 or urgent medical care is also provided to faculty, staff, and campus guests for accidents and injuries occurring on campus. Accidents requiring treatment and/or transportation to Student Health Services or a local hospital should be reported immediately to the SDSU University Police; telephone (619) 594-1991.

SDSU students are regarded by the University as adults. Accordingly, 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 may be covered under the University's Worker's Compensation program provided an internship agreement between the University and the facility has been executed by an authorized representative of the University. If the facility requires interns to provide and maintain professional liability insurance, it is the student's responsibility to secure professional liability insurance at their own expense. The University does not cover students' liabilities. This coverage is available through various companies, accreditation agencies, and memberships in professional organizations. Students should confirm the facility's requirement for this insurance and maintain acceptable limits in full force during the term of placement. 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 the students.

The University does not provide liability, accident or health coverage to students. Through the Associated Students, a supplemental health insurance policy is available and recommended to students having no private medical or accident insurance coverage. The insurance includes hospitalization benefits and specified medical and surgical services. The policy may be purchased per semester or yearly basis. An open enrollment period is available the beginning of each semester, and the policy may be purchased at the Aztec Center Ticket Office. 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 the students.

Housing Administration

6050 Montezuma Road
Telephone: (619) 594-5742
www.sdsu.edu/housing

The Office of Housing Administration (OHA) and the Residential Education Office (REO) at SDSU are committed to fulfilling the University's mission of "educating the whole person" by offering students a living environment conducive to academic and personal success. According to research findings of the American Council on Education, students who live in residence halls have a better chance of succeeding in college; therefore, the University encourages students to live on campus at least two years while studying at SDSU. There are a variety of living environments convenient to campus facilities, to suit the varying needs of a diverse and dynamic student population. An active and nationally-recognized residence hall student government provides residents a chance to gain leadership experience and become involved with their on-campus community.

Residence Halls

Residence halls offer a number of accommodations and special interest living areas. Currently, special interest living areas include extended quiet study, substance-free, freshman Living/Learning Center, International House, Housing Over the Break, and Aztec Engineering Residence. These areas may vary from year to year depending upon student interest. Six co-educational residence halls/complexes house about 3,000 students. Each hall includes sleeping accommodations, lounge areas, study rooms, a recreation room, and laundry facilities.

On the east side of campus are Zura Hall, a nine-story high-rise; eight-story Tenochca; Cuicacalli, a complex of two, six-story halls featuring suite style living; and the freshman Living/Learning Center complex of two, three-story, red-brick halls (Maya and Olmeca). On the west side is 11-story Chapultepec Hall. Each red-brick hall accommodates approximately 210 students. High-rises house from 350 to 680 students each.

Cuicacalli Suites offers SDSU students a unique residence hall option complete with an in-house dining facility. Cuicacalli accommodates 694 residents.

Each hall offers double occupancy accommodations for single students. In most halls, single rooms are very limited except Cuicacalli Suites. A choice of meal plans are included with contracts at any of these halls. Apartment-style living is also available for returning and transfer students. The 90-unit Villa Alvarado apartment complex accommodates 354 students in furnished two-bedroom units (four residents per apartment).

For the 2002-2003 academic year, the costs for room and board range from \$6,485 to \$11,180 depending on double or single occupancy and the meal plan selected. Fees for Villa Alvarado, which do not include board, were \$4,809 for the 2002-2003 academic year. Rates for all halls are reviewed and adjusted annually to meet cost-of-living increases.

APPLICANTS SHOULD NOT WAIT FOR ACCEPTANCE TO SDSU BEFORE APPLYING FOR AN ON-CAMPUS HOUSING LICENSE AGREEMENT. Students may apply for a license agreement via the Internet at <http://www.sdsu.edu/housing>.

Confirmation of a room reservation is made after the following requirements have been met: (a) the student has been admitted to the University; (b) the signed license agreement has been returned to the Office of Housing Administration; and (c) the first payment has been received as specified. Though consideration will be given to a student's request for an individual hall and roommate, a specific assignment cannot be guaranteed.

During the summer term, rooms are available on a receipt-of-check date priority. Full payment must accompany the application. Students should contact the Office of Housing Administration in mid-March for information concerning summer term housing.

Piedra del Sol Apartments

The Piedra del Sol Apartments are designed for returning SDSU students who want a truly independent lifestyle, with preference given to graduate and upper division students. Freshmen are not eligible to live at Piedra del Sol. This complex offers two, three, and four bedrooms in a 66-unit complex. Apartments are unfurnished and no residential program is offered.

Off-Campus Housing

Since family housing is not available on campus, off-campus housing serves the needs of families and others. The Office of Housing Administration maintains an Off-Campus Housing Web site with current listings of off-campus rental units or roommate sharing. To view listings posted on the Web site, visit the Housing main page at www.sdsu.edu/housing.

International Student Center

International Student Center
Telephone: (619) 594-1982
www.sdsu.edu/isc

The International Student Center (ISC) advances San Diego State University as a global university by serving as a resource 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 almost 1,400 international students from more than 92 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. The InterNational Partners Program provides service-learning opportunities for international students in the San Diego community by linking students and local community service organizations. In addition, the ISC invites faculty, staff, and the community to become American Friends to international students new to SDSU and to participate in the many events listed in the ISC Calendar of Intercultural Activities. These include the International Coffee Hour, International Peace Village and Festival, International Exchange Camps, and International Film Festivals.

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 it acts as a window to the world for students beginning the 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 the 108 agreements SDSU has signed with institutions around the world.

The ISC serves as SDSU's liaison with the CSU International Programs Office (see below) which 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 coordinates SDSU's Risk Management Program for all SDSU students who study or travel in other countries. The focus of the program is to ensure that all participants 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.

As with increasing inbound international enrollment, the ISC plays a central role in SDSU's efforts to dramatically increase study abroad enrollment. In the last five years, the number of SDSU students studying abroad has increased more than 300 per cent (from 167 to over 700 students).

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

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students an affordable opportunity to continue their studies abroad for a full academic year. More than 15,000 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 over 100 designated academic majors. Affiliated with more than 70 recognized universities and institutions of higher education in 18 countries, the International Programs also offers a wide selection of study locales and learning environments.

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

Canada. The universities of the Province of Quebec including: Université de Montréal, Concordia University, Université Laval, McGill University, Université du Québec system, Bishop's University

Chile. Pontificia Universidad Católica de Chile (Santiago)

China. Peking University (Beijing)

Denmark. Denmark's International Study Program (the international education affiliate of the University of Copenhagen)

France. Institut des Etudes Francaises pour Étudiants Étrangers, L'Académie d'Aix-Marseille (Aix-en-Provence), Universités de Paris III, IV, V, VI, VII, VIII, IX, X, XI, XII, XIII, the Institute of Oriental Languages and Civilizations, and Université Evry.

Germany. Universität Tübingen and a number of institutions of higher education in the Federal State of Baden-Württemberg

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

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

Japan. Waseda University (Tokyo)

Korea. Yonsei University (Seoul)

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

New Zealand. Lincoln University (Christchurch), Massey University (Palmerston North)

Spain. Universidad Complutense de Madrid, Universidad de Granada

Sweden. Uppsala Universitet

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

United Kingdom. Bradford University, Bristol University, Hull University, Kingston University, Sheffield University, University of Wales, Swansea

Zimbabwe. University of Zimbabwe (Harare)

International Programs pays all tuition and administrative costs for participating California resident students to the same extent that such funds would be expended to support similar costs in California. Participants are responsible for all personal costs, such as transportation, room and board, living expenses, and home campus fees. Participants remain eligible to receive any form of financial aid (except work-study) for which they can individually qualify.

To qualify for admission to the International 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 in France, Germany, and Mexico. 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. Some programs also have language study and/or other coursework prerequisites.

Information and application materials may be obtained from the International Student Center or by writing to The California State University International Programs, 401 Golden Shore, Sixth Floor, Long Beach, California 90802-4210. Visit the Web site at www.gateway.calstate.edu/csuienet/.

Ombudsmen

Student Services, Room 1226

Telephone: (619) 594-6578

Becoming a student at SDSU also means becoming a member of a special community which 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 Ombudsmen are independent and impartial agents who help individuals and groups seeking the resolution and correction of complaints. The Ombudsmen act as liaisons 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 which may best resolve the problem.

Examples of student complaints which 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 Ombudsmen may act as mediators 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 Life and Development

Student Services, Room 1602

Telephone: (619) 594-5221

www.sa.sdsu.edu/studentlife

The Office of Student Life and Development responds to the needs of students and their families. Questions are answered or referrals are made through this office. Beginning with New Student Orientation Programs, the office supports students throughout their years at SDSU in achieving academic goals and in enhancing the University experience. The staff provide the following for current students, prospective students, parents, and the community:

(1) *Programs and services*

New Student Orientation – assistance with course selection, General Education and competency requirements, and registration (for freshman and transfer students).

Student Life Orientation – introduction to University programs, services, traditions and history; opportunities for involvement on campus (for freshman and transfer students).

Annual Leadership Institute Conference – workshops and seminars presented to students and advisers from universities throughout the western United States.

Freshman Leadership Connection Program – leadership skills and campus involvement opportunities for freshmen.

Leadership and Personal Growth Workshops – the staff present sessions on a wide variety of topics as requested by student groups.

Leadership Certificate Program – support for non-freshman students in their leadership development.

Leadership Class – “Leadership in Educational Settings,” a three-unit, upper-division class, offered through the College of Education (Counseling and School Psychology 310).

Quest for the Best Vice Presidential Awards – this student service award is presented annually to outstanding students and the faculty they nominate.

Ambassadors – SDSU's official student representatives and tour guides.

Student internships for class credit.

(2) **Student activities**

On-campus status for clubs and organizations.

Implementation of policies and procedures with regard to student activities.

Approval of all on-campus club activities, including fundraising events.

(3) **Parent/family and community programs and development**

Aztec Parents Association – membership, programming, services and events, regional meetings.

Fundraising and development to directly support student programs.

Parents Orientation Program.

Interaction with administrators.

Liaison officer in support of parent involvement with the University.

Student Rights and Responsibilities

Student Services, Room 1604

Telephone: (619) 594-3069

www.sa.sdsu.edu/srr

The Center for Student Rights and Responsibilities incorporates compliance and judicial procedures, two distinct components. The center serves to clarify for students their role as members of the campus community, setting forth what is expected of them in terms of behavior and contributions to the success of the University. This center also serves to further San Diego State University's commitment to maintaining a campus environment free from harassment and promoting a policy of non-discrimination.

The center is charged with investigating complaints filed by students alleging discrimination or sexual harassment, providing sexual harassment prevention workshops, reviewing University policy,

monitoring campus disputes, and serving as a resource to the administration on issues of regulatory law, constitutional law, and risk management.

The judicial component 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 initiated by the court system. Campus related violations include both academic and non-academic misconduct.

To review SDSU's Statement of Student Rights and Responsibilities, visit www.sa.sdsu.edu/srr/statement.

Test Office

Student Services, Room 2549

Telephone: (619) 594-5216

FAX: (619) 594-5036

www.sa.sdsu.edu/testoffice

The Test Office is an important resource for the entire University community, serving both students and faculty by administering paper and pencil and computer-based tests for the purpose of admission, class placement, competency for graduation, licenses, credentials, counseling, and career planning. Test scoring and analysis services are provided for classroom tests.

Test dates for San Diego State University competency and placement tests are listed in the Test Information section of the current *Class Schedule* and on our Web site. Advance reservations as well as fee payments are required for most tests. The Test Office will provide students with test dates and registration procedures for major national examinations in the form of a bulletin of information or with the address of the testing service. Reservations for computer-based tests can be made at the Test Office (619-594-0968). Students who are interested in assessments for counseling or career planning must contact Counseling & Psychological Services or Career Services. Special arrangements for disabled students are made through Disabled Student Services.

Although competency test requirements are monitored by various offices on campus, the Test Office will attempt to assist students in signing up for the required examinations or refer them to the proper agency.