

Admission and Registration

Schedule Adjustment Policy

Beginning the fall 2003 semester, San Diego State University is implementing a new schedule adjustment policy. All schedule adjustments (formerly called Change of Program) **MUST BE COMPLETED BY THE END OF THE FIFTEENTH DAY OF THE SEMESTER**. The schedule adjustment period allows you to add a course, drop a course, withdraw from the University, change grading basis, and request course forgiveness. Students will no longer be allowed to make ANY schedule changes (*excluding total withdrawal from the University for extremely serious, documented cases involving health or accident*) after the fifteenth day of the semester.

Instructor Initiated Drop Policy

Students who do not attend the first class session and the beginning of the second class session of a course may be dropped from that course by the instructor within the first 12 days of the semester. Students who do not meet prerequisite requirements can also be dropped within the first 12 days of the semester. Any student dropped by the instructor during this period will be notified of the action by e-mail. It is the student's responsibility to keep a current e-mail address on file through the e-Service WebPortal at www.sdsu.edu/e-services. To reenroll, the student must receive an add code from the instructor and reenroll in the course within the first 15 days of the semester.

NOT ALL INSTRUCTORS WILL DROP STUDENTS WHO MISS THE FIRST CLASS SESSION AND THE BEGINNING OF THE SECOND CLASS SESSION. Students are responsible for all courses on their schedules. Students should check their online schedules regularly and take necessary action to add or drop during the first 15 days of the semester.

Undergraduate Admission Policy

Admission to San Diego State University is selective. SDSU has been granted impacted status by The California State University system in order to assure that the educational experience, including the availability of classes and the array of services provided, of each enrolled student is not compromised by over enrollment. To this end, admission criteria **OVER AND ABOVE THOSE REQUIRED BY THE CALIFORNIA STATE UNIVERSITY** are now in effect. Meeting CSU minimum admission criteria **will not** guarantee admission to San Diego State University.

Undergraduate Application Filing Period

Fall Semester October 1 - November 30

Undergraduate Application Procedures

Prospective students, applying for full-time or part-time undergraduate programs of study, in day or evening classes, must file a complete undergraduate application during the application filing period (see above). The preferred method of application is through www.csu-mentor.edu. If you cannot apply online, you should contact the Office of Admissions to make special arrangements. The \$55 nonrefundable application fee must be in the form of a check or money order payable to The California State University or by credit card and may not be transferred or used to apply to another term.

Admission decisions for fall are based on the information that the student self reports on the admission application, therefore, it is essential that the application be filled out completely and accurately. Misrepresenting oneself on the application will result in a revocation of admission regardless of when the misrepresentation is discovered.

Application Acknowledgment

You will receive an acknowledgment from San Diego State University verifying receipt of your application.

Supplementary Admission Criteria

Each campus with impacted programs uses supplementary admission criteria in screening applicants. Supplementary criteria may include ranking on the freshman eligibility index, the overall transfer grade point average, completion of specified prerequisite courses, and a combination of campus-developed criteria. First-time freshman should take the SAT I or the ACT as early as possible, but no later than October of their senior year of high school.

The supplementary admission criteria used by the individual campuses to screen applicants appear periodically in the November *CSU Review*.

Unlike unaccommodated applicants to locally impacted programs who may be redirected to another campus in the same major, unaccommodated applicants to systemwide impacted programs may not be redirected in the same major but may choose an alternate major either at the first choice campus or another campus.

Undergraduate Admission Requirements

First-Time Freshman Requirements

SDSU Service Area (San Diego County and Imperial Valley County high school districts south of state route 56 and extending eastward).

- Complete the pattern of college preparatory subjects requirements with grades of C or higher. See "Subject Requirements."
- Must submit SAT I or ACT test scores (regardless of high school grade point average).
- Must be a high school graduate.
- SDSU service area applicants who meet the minimum CSU eligibility index (see "Eligibility Index") of 2900 and fulfill the Entry-Level Mathematics (ELM) and English Placement Test (EPT) requirements will be admitted to SDSU.

- Applicants who are between the minimum CSU eligibility index of 2900 and the eligibility index required of applicants outside of SDSU's service area, and who do not fulfill the ELM/EPT requirements, will be admitted to SDSU's Dual Admission Program. Dual Admission students have one year to complete specified remediation requirements at a service area community college prior to attending SDSU. Visit www.sdsu.edu/dualadmission.

Outside SDSU Service Area.

- Complete the pattern of college preparatory subjects requirements with grades of C or higher. See "Subject Requirements."
- Must submit SAT I or ACT test scores (regardless of high school grade point average).
- Must be a high school graduate.
- Have a competitive CSU eligibility index (see "Eligibility Index"). The average eligibility index of admitted freshmen for fall 2003 was 4,076 (984 based on ACT). The average high school grade point average was 3.69. The average SAT I total score was 1,123; the average ACT composite score was 24.

Test Scores

Freshman applicants must submit scores from either the Scholastic Aptitude Test (SAT) or the American College Test (ACT). You should take the test as early as possible, but not later than early October if applying for fall admission. You may get registration forms and dates for these tests from your high school or college counselors or from the SDSU Test Office. Or, you may write to or call:

The College Board (SAT I) Registration Unit, Box 6200 Princeton, New Jersey 08541 (609) 771-7588	American College Testing Program (ACT) Registration Unit, P.O. Box 414 Iowa City, Iowa 52243 (319) 337-1270
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Official scores should be requested from the testing service at the time you register and sent directly to SDSU (SDSU's SAT I code is 4682; SDSU's ACT code is 0398).

Eligibility Index

The eligibility index is the combination of your high school grade point average and your score on either the American College Test (ACT) or the Scholastic Aptitude Test (SAT I). Beginning with admission for fall 2004, your grade point average is based on grades earned in courses taken during your final three years of high school that satisfy the comprehensive pattern of college preparatory subject requirements, and bonus points for approved honors courses (excluding grades earned in physical education and military science courses).

Up to eight semesters of honors courses taken in the last two years of high school, including up to two approved courses taken in the 10th grade, can be accepted. Each unit of A in an honors course will receive a total of 5 points; B, 4 points; and C, 3 points. No honor points are given for D or F grades.

You can **calculate your eligibility index** by multiplying your grade point average by 800 and adding your total score on the SAT I. If you took the ACT, multiply your grade point average by 200 and add ten times the ACT composite score.

Subject Requirements

San Diego State University requires that first-time freshman applicants complete, with grades of C or better, a comprehensive pattern of college preparatory study totaling 15 units. A "unit" is one year of study in high school.

- 2 years of social science, including 1 year of U.S. history, or U.S. history and government.
- 4 years of English.
- 3 years of mathematics (algebra, geometry, and intermediate algebra).
- 2 years of laboratory science (1 biological and 1 physical, both with laboratories).

- 2 years in the same foreign language (subject to waiver for applicants demonstrating equivalent competence).
- 1 year of visual and performing arts: art, dance, drama/theatre, or music.
- 1 year of electives, selected from English, advanced mathematics, social science, history, laboratory science, foreign language, visual and performing arts.

For fall admission, you must complete your subject requirements by the spring term before enrollment at SDSU.

Subject Requirement Substitution for Students with Disabilities

Applicants with disabilities are encouraged to complete college preparatory course requirements if at all possible. If you are judged unable to fulfill a specific course requirement because of your disability, alternate college preparatory courses may be substituted for specific subject requirements. Substitutions may be authorized on an individual basis after review and recommendation by your academic adviser or guidance counselor in consultation with the director of a CSU disabled student services program. You should be aware that failure to complete courses required for admission may limit your later enrollment in certain majors, particularly those involving mathematics. For further information and substitution forms, please call the director of disabled student services at your nearest CSU campus.

Freshmen Who are Graduates of High Schools in Foreign Countries

Graduates of secondary schools in foreign countries must be judged to have equivalent academic preparation and abilities. Please submit your high school transcript with your CSU application.

All undergraduate applicants, regardless of citizenship, who do not have at least three years of full-time study in schools at the secondary level or above where English is the principal language of instruction, must present a score of 550 or higher (using the paper version) or 213 or higher (using the computer version) on the Test of English as a Foreign Language (TOEFL).

Early Notification of Admission

The University may offer early notification of admission to first-time freshman applicants who report an exceptional high school record and test scores.

Admitted First-Time Freshman

All first-time freshman applicants who receive an offer of admissions are admitted provisionally. Offers of admission may be rescinded if senior year work is not completed at a satisfactory level or if any requirements were misrepresented on the application.

High School Students

Students still enrolled in high school will be considered for enrollment in certain special courses if recommended by the principal and the appropriate campus department chair and if preparation is equivalent to that required of eligible California high school graduates. Such admission is only for a given course and does not constitute the right to continued enrollment.

Transfer Student Requirements

Lower Division Transfers

San Diego State University is not accepting applications from lower division transfer students.

Upper Division Transfers

A student is considered an **upper division transfer** student if he/she has completed 60 or more semester units of transferable baccalaureate-level college work. In recent years, as the number of applicants has far exceeded the number of spaces available, it has become necessary to adopt admission standards which are more demanding than the minimum California State University (CSU) requirements.

Admission and Registration

The following are the **minimum** requirements for admission consideration and **do not** guarantee admission to San Diego State University for students outside of SDSU's service area. San Diego State University will have new transfer admission criteria for fall 2004. Visit www.sdsu.edu/admissions.

To be **considered** for admission as an upper division transfer student, you

1. must have completed at least 60 transferable baccalaureate-level semester units (90 quarter units), including transferable courses in oral communication, written communication, critical thinking, and mathematics with grades of C or better. For fall admission, you must complete all course requirements by the spring term before enrollment at San Diego State University.
2. must have a minimum grade point average of 2.0 in all college work attempted.

Because the number of applicants to SDSU exceeds the number of spaces available for admission, the college grade point average necessary for admission will be substantially higher than 2.0 for students outside of SDSU's service area.

Students transferring from California community colleges or other California State Universities can use the appropriately certified "CSU General Education Breadth Requirement" courses to fulfill the oral communication (A1), written communication (A2), critical thinking (A3), and mathematics (B4) requirements. Students transferring from private or out-of-state colleges or universities must submit courses to fulfill the oral communication, written communication, critical thinking, and mathematics requirements that are equivalent to those required by San Diego State University.

Admitted Upper Division Transfers

All upper division transfer applicants who receive an offer of admission are admitted provisionally. Offers of admission may be rescinded if work in progress is not completed at a satisfactory level or if any requirements were misrepresented on the application.

Acceptance of Transfer Courses

Courses taken at a regionally accredited college or university and designated as appropriate for baccalaureate credit by that institution will be accepted by San Diego State University for credit toward transfer admission. San Diego State University reserves the right to determine the extent to which such credit satisfies the specific and elective requirements of degree programs.

Courses completed at regionally accredited institutions not offering the baccalaureate and at special-purpose baccalaureate-granting institutions are acceptable if specifically certified by the institution or by San Diego State University as similar in level and rigor to SDSU courses.

Courses completed at institutions without regional accreditation or taken at a regionally accredited institution as part of a professional program, i.e., medical, dental, legal, veterinary, optical, etc. are not normally accepted by San Diego State University. Such courses may be accepted on an individual basis if a review by the appropriate department determines comparability to a course in the San Diego State University curriculum.

Adult Students

As an alternative to regular admission criteria, an applicant who is 25 years of age or older may be considered for admission as an adult student if he or she meets all of the following conditions:

1. Possesses a high school diploma (or has established equivalence through either the Tests of General Educational Development or the California High School Proficiency Examination).
2. Has not been enrolled in college as a full-time student for more than one term during the past five years. Part-time enrollment is permissible.
3. If there has been any college attendance in the past five years, has earned a grade point average of C or better in all college work attempted.

4. Test results verifying completion of the current San Diego State University mathematics and writing competency requirements. Current competency requirements and minimum test scores are published in the University General Catalog and each semester's Class Schedule; the most recent published scores will be required.

Applicants seeking admission as an adult student must submit a statement of no more than two pages describing the alternate preparation which the applicant feels has prepared him or her for successful university work. The statement should also describe the applicant's educational goals and what preparation has been made to pursue these goals. Consideration for admission will be based upon a judgment as to whether the applicant is as likely to succeed as a regularly admitted freshman or transfer student and will include an assessment of basic skills in the English language.

Readmission

If you leave the University for more than one semester, you must file an application for readmission before the stated closing deadline to the term you wish to return, along with a \$55 application fee. Readmission is **NOT** automatic.

Readmitted students will be subject to the catalog requirements in effect at the time they resume study at SDSU and remain in continuous enrollment.

Readmission to the University does not guarantee readmission into a major.

Readmission of Students Who Left the University in Good Academic Standing

If you left SDSU in good academic standing, your SDSU and overall grade point average is a 2.0 or higher, have met all initial admission conditions and completed any required remediation requirements in writing and mathematics, you will be eligible for readmission. If you enrolled at any other college or university after leaving SDSU, you will be required to submit official transcript(s) in order to validate the readmission.

If you left SDSU in good academic standing, but were administratively disqualified, you must satisfy all requirements that led to your disqualification to be considered for readmission.

Readmission of Students Who Left the University on Academic Probation or Who Were Academically Disqualified

If you left the University on academic probation or you were academically disqualified, you will not be readmitted earlier than one year after leaving, and not before completing 60 transferable units, including earning "C" or higher grades in the General Education requirements in Oral Communication, Written Communication, Critical Thinking, and Mathematics; earning an overall grade point average of at least 2.0; and having an SDSU grade point average that is not more than nine deficit points. Each applicant for readmission will compete with other applicants for available admission spaces. Students who are readmitted with less than a 2.0 SDSU grade point average will be readmitted on probation.

Students who have been disqualified from SDSU twice will **NOT** be considered for readmission.

International (Foreign) Student Admission Requirements

San Diego State University offers opportunities for graduate and undergraduate study to those foreign students whose academic preparation meets the standards for admission. "Foreign students" include those who hold US visas as students, exchange visitors, or in other non-immigrant classifications. SDSU uses separate requirements in the admission of foreign students. Priority in admission is given to residents of California.

Applicants for admission as either graduates or undergraduates whose education has been in a foreign country must file an application for admission, official certificates, and detailed transcripts of record from each secondary school and collegiate institution attended. All documents, transcripts, and test scores must be received by the Office of Admissions no later than May 1 for the fall semester. If certificates and transcripts are not in English, they should be accompanied by certified English translations. Credentials will be evaluated in accordance with the general regulations governing admission to San Diego State University.

Applicants whose major education has been in a language other than English must score 550 or higher (using the paper version) or 213 or higher (using the computer version) on the Test of English as a Foreign Language (TOEFL). This test is administered in most foreign countries. The University must receive official test scores before admission can be granted. Information as to the time and place at which this test is given may be obtained by writing to the Educational Testing Service (TOEFL), Princeton, New Jersey 08540, USA.

Upon arrival at San Diego State University, further tests of English may be given for the purpose of placing students in an English language program commensurate with their linguistic ability in English and to assist advisers in planning an appropriate course of study. Depending upon their performance on the placement test and their academic background, students may be required to enroll in one or more English language course(s) during their first year. Foreign students admitted to the University will be subject to the same competency and placement examinations and standards as govern the rest of the student population.

Insurance Requirement: As a condition of receiving an I-20 or IAP-66 form, all F-1 and J-1 visa, applicants must agree to obtain and maintain health insurance as a condition of registration and continued enrollment. Such insurance must be in amounts as specified by the United States Information Agency (USIA) and NAFSA: Association of International Educators. The campus President or designee shall determine which insurance policies meet these criteria. Further information may be obtained from the International Student Center.

American Language Institute: If instruction is needed prior to admission to San Diego State University, students may enroll in the American Language Institute. The American Language Institute (ALI) offers preparation in the English language reading, writing, and listening skills necessary for university success. For those students enrolling in the American Language Institute, a conditional admission is available. Conditional admission is for those students who require acceptance to a university in order to obtain a passport, a U.S. Visa, or government sponsorship. The program is offered to students who do not have an adequate command of English or the required TOEFL (Test of English as a Foreign Language) score to qualify for admission to the University. After transcripts of their academic work have been evaluated, students may receive an official letter of conditional admission which states that the student has met all University requirements **except** English language proficiency and may enter the University after achieving appropriate TOEFL scores and receiving training at the American Language Institute.

Housing and Scholarship: Arrangements for housing should be completed well in advance of the student's arrival on the campus. Detailed information regarding housing may be obtained from the Housing and Residential Life Office, San Diego State University. Scholarship aid for entering students is limited; no scholarships are specifically reserved for students from another country. Further information regarding scholarships will be found in the section of this catalog on Financial Aid and Scholarships.

Upon arrival at San Diego State University, the student should contact the International Student Center.

TOEFL Requirement

All undergraduate applicants, whose native language is not English and who have not attended schools at the secondary level or above for at least three years of full-time study (only transferable

courses count toward a student's full-time status) where English is the principal language of instruction, must present a score of 550 or higher (using the paper version) or 213 or higher (using the computer version) on the Test of English as a Foreign Language (TOEFL). Some majors may require a higher score.

Filing of Documents

If admitted, official documents **for international applicants** must be on file no later than May 1 for fall admission. (See "Filing of Records" for details).

Other Applicants

Applicants not admissible under one of the above provisions should enroll in a community college or other appropriate institution.

San Diego State University also offers a special program designed to expand educational opportunity for capable persons who, for a variety of reasons, have not previously had the opportunity. For detailed information regarding admission to this program, refer to the section of this catalog on the Educational Opportunity Program.

Filing of Records

File Official Transcripts. If admitted for fall, you must file the following official transcripts with the Office of Admissions.

1. Transcripts from all high schools attended (not required of the graduate student who holds a bachelor's degree from an accredited institution, but is required of the student who holds a bachelor's degree from a nonaccredited institution).
2. Transcripts from EACH college attended (including extension, correspondence, summer session, or evening courses), even if no courses were completed. Graduate students must file transcripts *in duplicate* if they plan to enter a master's degree or credential program.
3. Photostat or true copy of the military separation form DD-214 (or equivalent) if applicant has had active military service. (Not required of graduate students.)

For a transcript to be official, it must bear the high school or college seal and remain in its original sealed envelope. All records or transcripts received by the University become the property of the University and **will not be released nor will copies be made**.

Note: *All needed documents, for international applicants must be on file no later than May 1 for the fall semester.*

Graduate and Postbaccalaureate Application Procedures

All graduate and postbaccalaureate applicants (e.g., joint Ph.D. and Ed.D. applicants, master's degree applicants, those seeking credentials, and those interested in taking graduate level courses for personal or professional growth) must file a complete graduate application as described in the CSU graduate and postbaccalaureate admission booklet. Applicants seeking a second bachelor's degree should submit the undergraduate application for admission. Applicants who completed undergraduate degree requirements and graduated the preceding term are also required to complete and submit an application and the \$55 nonrefundable application fee. Since applicants for postbaccalaureate programs may be limited to the choice of a single campus on each application, redirection to alternate campuses or later changes of campus choice will be minimal. To be assured of initial consideration by more than one campus, it will be necessary to submit separate applications (including fees) to each. Applications may be obtained from the Office of Graduate Admissions of any California State University campus. An electronic version of the CSU graduate application is available at www.csumentor.edu/.

Graduate and Postbaccalaureate Admission Requirements

Admission Requirements

Graduate and postbaccalaureate applicants may apply for a degree objective, a credential or certificate objective, or may have no program objective. Depending on the objective, San Diego State University will consider an application for admission as follows:

General Requirements

The minimum requirements for admission to graduate and postbaccalaureate studies at a California State University campus are in accordance with University regulations as well as Title 5, chapter 1, subchapter 3, of the *California Code of Regulations*. Specifically, a student shall: (1) have completed a four-year college course of study and hold an acceptable baccalaureate degree from an institution accredited by a regional accrediting association, or shall have completed equivalent academic preparation as determined by appropriate campus authorities; (2) be in good academic standing at the last college or university attended; (3) have attained a grade point average of at least 2.75 (A = 4.0) in the last 60 semester (90 quarter) units attempted (this calculation may not include lower division courses taken after award of a baccalaureate degree); and (4) satisfactorily meet the professional, personal, scholastic, and other standards for graduate study, including qualifying examinations, as appropriate campus authorities may prescribe. In unusual circumstances, a campus may make exceptions to these criteria.

All applicants seeking admission to postbaccalaureate study at San Diego State University must apply and meet the minimum requirements to be accepted in one of the following categories (consult the *Bulletin of the Graduate Division* for detailed information):

- **Postbaccalaureate Unclassified.** To enroll in graduate courses for professional or personal growth, you must be admitted as a postbaccalaureate unclassified student. By meeting the general requirements, you are eligible for admission as a postbaccalaureate unclassified student. Some departments may restrict enrollment of unclassified students because of heavy enrollment pressure. Admission in this status does not constitute admission to, or assurance of consideration for admission to, any graduate degree or credential program; or
- **Postbaccalaureate Classified.** If you wish to enroll in a credential or certificate program, you will be required to satisfy additional professional, personal, scholastic, and other standards, including qualifying examinations, prescribed by the campus; or
- **Graduate Conditionally Classified.** You may be admitted to a graduate degree program in this category if, in the opinion of appropriate campus authority, you can remedy deficiencies by additional preparation; or
- **Graduate Classified.** To pursue a graduate degree, you will be required to fulfill all of the professional, personal, scholastic, and other standards, including qualifying examinations, prescribed by the campus.

Graduate and Postbaccalaureate TOEFL Requirement

All graduate and postbaccalaureate applicants, regardless of citizenship, whose native language is not English and whose preparatory education was principally in a language other than English must demonstrate competence in English. Those who do not possess a bachelor's degree from a postsecondary institution where English is the principal language of instruction must receive a minimum score of 550 on the Test of English as a Foreign Language (TOEFL). Individual degree programs may prescribe a higher minimum score. Applicants taking the Computer-Based Test of English as a Foreign Language must present a score of 213 or above. Applicants must also submit a score for the Test of Written English (TWE). Individual degree programs may use the score on the TWE as an admission criterion or as an advising tool to identify students who may need further training in English.

Second Bachelor's Degree

San Diego State University is not accepting applications for second bachelor's degrees.

Intrasystem and Intersystem Enrollment Programs

Students enrolled at San Diego State University have access to courses at other CSU campuses on a space available basis unless those campuses or programs are impacted. This access is offered without students being required to be admitted formally to the host campus and sometimes without paying additional fees. Although courses taken on any CSU campus will transfer to the student's home CSU campus as at least elective credit, students should consult their San Diego State University academic adviser to determine how such courses may apply to their degree programs before enrolling at the host campus.

There are two programs for enrollment within the CSU and one for enrollment between CSU and the University of California or California community colleges. Additional information about these programs is available from the Office of the Registrar.

CSU Concurrent Enrollment

Matriculated students in good standing may enroll at San Diego State University and a host CSU campus during the same term. Credit earned at the host campus is automatically reported to San Diego State University to be included on the student's transcript at the home campus.

CSU Visitor Enrollment

Matriculated students in good standing enrolled at one CSU campus may enroll at another CSU campus for one term. Credit earned at the host campus is reported automatically to San Diego State University to be included on the student's transcript at the home campus.

Intersystem Cross Enrollment

Cross enrollment permits San Diego State University matriculated students to enroll for one course per term at a University of California. Matriculated UC and community college students may enroll for one course per term at San Diego State University under this policy. Cross enrollment students may request that a transcript of record be sent to the home campus.

Impacted Programs

Many majors at San Diego State University have more students wanting to declare that major than can be accommodated. As such, they are designated as impacted majors. All students who are admitted to SDSU and want to declare an impacted major are placed in a premajor (with two exceptions noted below).

Currently, only two premajors, prebusiness and preinternational-business, have additional criteria at the point of admission. Students not meeting the criteria, but meeting criteria to be admitted to SDSU, will be admitted to the University and asked to choose an alternate major.

All premajors must meet department-specific criteria to move from the premajor to the major, such as a specified minimum grade point average, completion of prerequisite courses, tests, and completion of a certain number of units.

Criteria are described in the section of this catalog on Courses and Curricula, or you may contact the major department for information. Departmental criteria also appear each November in the CSU Review, are distributed to high school and community college counselors, and are available online at www.calstate.edu/AR/csureview/. Information about the supplementary criteria also is sent to program applicants. Visit www.sdsu.edu/impactedmajors for further information.

The following majors are impacted at San Diego State University:

Art with emphases in Art History, Studio Arts; Art with emphases in Applied Design, Graphic Design, Interior Design, Painting and Printmaking, Sculpture; Biology and Microbiology; Business Administration;

Child Development; Communication with emphases in Advertising, Public Relations, and General Communication Studies; Computer Science; Criminal Justice Administration; Economics; English and English in Preparation for the Single Subject Teaching Credential; Foods and Nutrition; Health Science with emphasis in Community Health Education; History; International Business; Journalism; Kinesiology; Liberal Studies; Nursing; Political Science; Psychology; Public Administration; Social Science in Preparation for the Single Subject Teaching Credential; Sociology; Spanish and Spanish in Preparation for the Single Subject Teaching Credential; Television, Film and New Media Production; Theatre.

Importance of Filing Complete, Accurate, and Authentic Application Documents

San Diego State University advises prospective students that they must supply complete and accurate information on the application for admission, residence questionnaire, and financial aid forms. Further, applicants must submit authentic and official transcripts of all previous academic work attempted. Official transcripts are defined as transcripts that bear the high school or college seal and remain in their original sealed envelope. Failure to file complete, accurate, and authentic application documents by specified deadlines will result in denial of admission, and may result in cancellation of academic credit, suspension, or expulsion (Section 41301, Article 1.1, Title 5, *California Code of Regulations*). This requirement is effective from initial contact with the University and throughout the period the academic record is maintained.

Requirement and Use of Social Security Account Number

Applicants are required to include their correct social security numbers in designated places on applications for admission pursuant to the authority contained in Section 41201, Title 5, *California Code of Regulations*, and Section 6109 of the *Internal Revenue Code* (26 U.S.C. 6109). The University uses the social security account number to identify students and their records for purposes of financial aid eligibility and disbursement and the repayment of financial aid and other debts payable to the institution. Also, the Internal Revenue Service requires the University to file information returns that include the student's social security number and other information such as the amount paid for qualified tuition, related expenses, and interest on educational loans. This information is used by the IRS to help determine whether a student, or a person claiming a student as a dependent, may take a credit or deduction to reduce federal income taxes.

Registration and Requirements for Registration

Registration

San Diego State University students register by the touch tone telephone registration system* (RegLine) or by accessing WebLine, the Internet registration system. On-campus registration is not conducted. The Class Schedule and Student Information Handbook, issued each semester and obtainable at the SDSU Bookstore before the registration period, contains specific information on registration, the courses offered for the term, and a listing of the fees required for enrollment. Students will not be permitted to register until fees are paid. Payment of fees by itself does not constitute registration. **A student is considered registered when: 1) fees have been paid, and 2) at least one course has been added prior to the first day of classes.**

The registration system will check for the satisfactory completion of the following tests and requirements: EPT (English Placement Test); ELM (Entry-Level Mathematics Examination); GSP (Grammar, Spelling, and Punctuation Test); and Writing Competency (Transfer Writing Assessment).

The registration system will not allow registration in courses that meet at the same day and time or have overlapping meeting times.

Enrollment in some courses is restricted to students in specific majors. Major code restrictions are listed in the Class Schedule footnotes.

Enrollment in some courses is restricted to students at specific levels (i.e., freshmen, sophomore, junior, senior, or graduate). Student level restrictions are listed in the Class Schedule footnotes.

The registration system will not allow enrollment in more than one section of the same course unless it is repeatable.

Students entering SDSU as freshmen are required to complete coursework in composition, mathematics, oral communication, and critical thinking in a specific order. These enrollment requirements are enforced by the registration system. For more information, refer to the Freshman Registration Workbook that is distributed at new student orientation.

Late Registration. Late registration is allowed during the first 15 days of the semester. Students wishing to late register must pay registration fees plus a \$25.00 late fee before the end of the 15th day of the semester. After receiving an add code from the instructor of the course the student wants to add, the student calls RegLine or accesses WebLine to officially register.

Improper Registration in Graduate Courses. Only undergraduate students who are completing their bachelor's degree and who have filed a formal request for permission to enroll for concurrent master's degree credit or for concurrent postbaccalaureate credit may be authorized to enroll in 600 and higher numbered courses. Undergraduate students who have not received permission for concurrent enrollment may not enroll in 600 or higher numbered courses for any purpose without prior permission of the Graduate Dean. Undergraduates who enroll in advanced courses without permission are subject to administrative disenrollment. The registration for graduate students who have not met the stated prerequisites for Course 799A, Thesis, at the time of registration may be canceled.

* Registration by telephone (RegLine) will be discontinued in the near future. At that time, registration will only be available via the Internet.

Statewide Placement Test Requirements

San Diego State University requires each entering undergraduate, except those who qualify for an exemption, to take the CSU Entry Level Mathematics (ELM) examination and the CSU English Placement Test (EPT) prior to enrollment. These placement tests are not a condition for admission to the CSU, but they are a condition of enrollment. They are designed to identify entering students who may need additional support in acquiring basic English and mathematics skills necessary to succeed in CSU baccalaureate-level courses. Undergraduate students who do not demonstrate college-level skills both in English and in mathematics will be placed in appropriate remedial programs and activities during the first term of their enrollment. Students placed in remedial programs in either English or mathematics must complete all remediation in their first year of enrollment. Failure to complete remediation by the end of the first year may result in denial of enrollment for future terms.

Students register for the EPT and/or ELM at the Test Office. Questions about test dates and registration materials may be addressed to the Prospective Student Center.

English Placement Test (EPT). The EPT is designed to assess the level of reading and writing skills of entering undergraduate students so that they can be placed in appropriate baccalaureate-level courses. The CSU EPT must be completed by all entering undergraduate students, with the exception of those students who present proof of one of the following:

- A score of 550 or above on the verbal section of the College Board SAT I Reasoning Test taken April 1995 or later.
- A score of 24 or above on the enhanced ACT English Test taken October 1989 or later.
- A score of 680 or above on the re-centered and adjusted College Board SAT II: Writing Test taken May 1998 or later.

- A score of 3, 4, or 5 on either the Language and Composition or the Composition and Literature examination of the College Board Scholastic Advanced Placement Program.
- Completion and transfer of a course that satisfies the General Education-Breadth or Intersegmental General Education Transfer Curriculum (IGETC) written communication requirement, provided such course was completed with a grade of C or better.

Entry-Level Mathematics (ELM) Placement Examination. The ELM examination is designed to assess the skill levels of entering San Diego State University students in the areas of mathematics typically covered in three years of rigorous college preparatory mathematics courses in high school (algebra I, algebra II, and geometry). The CSU ELM must be completed by all entering undergraduate students, with the exception of those students who present proof of one of the following:

- A score of 550 or above on the mathematics section of the College Board SAT I Reasoning Test or on the College Board SAT II Mathematics Tests Level I, IC (Calculator), II, or IIC (Calculator).
- A score of 23 or above on the American College Testing Mathematics Test.
- A score of 3 or above on the College Board Advanced Placement Mathematics examination (AB or BC) or Statistics examination.
- Completion and transfer of a course that satisfies the General Education-Breadth or the Intersegmental General Education Transfer Curriculum (IGETC) quantitative reasoning requirement, provided such course was completed with a grade of C or better.

These tests should be taken at the next opportunity after admission or as soon as possible thereafter.

Determination of Residence for Nonresident Tuition Purposes

The Office of Admissions is responsible for determining the residence status of all new and returning students for nonresident tuition purposes. Responses to the Application for Admission, Residency Questionnaire, and, as necessary, other evidence furnished by the student are used in making this determination. Nonresident students who wish to be reclassified as residents must complete the Reclassification Request Form, which is available in the Office of the Registrar. A student who fails to submit adequate information to establish eligibility for resident classification will be classified as a nonresident.

The following statement of the rules regarding residency determination for nonresident tuition purposes is not a complete discussion of the law, but a summary of the principal rules and their exceptions. The law governing residence for tuition purposes at the California State University is *California Education Code* sections 68000-68090, 68120-68134, and 89705-89707.5, and *California Code of Regulations*, Title 5, sections 41900-41916. This material can be viewed on the Internet by accessing the California State University's Web site at www.calstate.edu.

Generally, establishing California residence for tuition purposes requires a combination of physical presence and intent to remain indefinitely. An adult who, at least one full year prior to the residence determination date for the term in which enrollment is contemplated, has been both physically present in the state and has evidence of intent to remain in California indefinitely, may establish California residence for tuition purposes. Evidence demonstrating intent can vary

from case to case and may include, but is not limited to, the absence of residential ties to any other state, California voter registration and voting in California elections, maintaining active California bank accounts, filing California income tax returns, owning residential property or occupying or renting an apartment where permanent belongings are kept, maintaining active memberships in California professional or social organizations, and maintaining a permanent military address and home of record in California.

Adult noncitizens establish residence in the same manner as citizens, unless precluded by the Immigration and Nationality Act from establishing domicile in the United States. Unmarried minor noncitizens derive their residence in the same manner as unmarried minor citizens except that both parent and minor must have an immigration status consistent with establishing domicile in the United States.

Exceptions to the general residence requirements are contained in *California Education Code* sections 68070-68084 and Title 5 of the *California Code of Regulations*, sections 41900-41916, and include, but are not limited to, members of the military and their dependents, certain credentialed employees of school districts, and students who have attended high school in California and graduated or attained the equivalent. Whether an exception applies to a particular student cannot be determined before the submission of an application for admission and, as necessary, additional supporting documentation. Because neither campus nor Chancellor's Office staff may give advice on the application of these laws, applicants are strongly urged to review the material for themselves and consult with a legal adviser.

Nonresident students seeking reclassification are required to complete a supplemental questionnaire including questions concerning their financial dependence, which will be considered along with physical presence and intent in determining reclassification.

Residence determination dates are set each term. The residence determination dates are September 20 for fall, January 25 for spring, and June 1 for summer. The residence determination dates for the four stages of CalStateTEACH are September 20 (Stage 1), January 5 (Stage 2), June 1 (Stage 3), and September 20 (Stage 4).

A campus residence classification appeal must be in writing and submitted to:

The California State University
Office of General Counsel
401 Golden Shore, 4th Floor
Long Beach, California 90802-4210

The appeal must be submitted within 120 calendar days of notification of the final campus decision. The Office of General Counsel can either decide the appeal or send the matter back to the campus for further review.

Students incorrectly classified as residents or incorrectly granted an exception from nonresident tuition are subject to reclassification as nonresidents and payment of nonresident tuition in arrears. If incorrect classification results from false or concealed facts, the student is subject to discipline pursuant to Section 41301 of Title 5 of the *California Code of Regulations*.

Resident students who become nonresidents, or who no longer meet the criteria for an exception, must immediately notify the Office of Admissions.

Changes may have been made in the rate of nonresident tuition and in the statutes and regulations governing residence for tuition purposes in California between the time this catalog is published and the relevant residence determination date. Students are urged to review the statutes and regulations stated above.

Measles, Rubella, Hepatitis B, and Meningococcal Health Screening Provisions

Information on student health services and required immunizations is given in the section of this catalog on Student Services (Health Services).