
Admission and Registration

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To apply for admission to the Imperial Valley Campus, students must file a complete application and transcripts as outlined in this section. Both completed application forms and transcripts should be sent to the Admissions Office, San Diego State University, Imperial Valley Campus, 720 Heber Avenue, Calexico, California 92231. Please telephone (760) 768-5509 for further information. Students will not be permitted to access RegLine until fees are paid. Late registration is allowed during the first two weeks of the semester. Students wishing to late register must pay registration fees plus a \$25.00 late fee.

Admission Procedures and Policies

Requirements for admission to San Diego State University are in accordance with Title 5, Chapter 1, Subchapter 3, of the *California Code of Regulations*. If you are not sure of these requirements, you should consult a community college counselor or the Admissions Office. Applications may be obtained from the admissions office at any of the campuses of the California State University or at any California high school or community college. Electronic versions of the CSU undergraduate and graduate applications are accessible on the Web site at www.sdsu.edu/apply. The application fee is nonrefundable and may not be transferred to a future semester.

Campus Impactation

Students attending the Imperial Valley Campus who plan to transfer to the SDSU main campus must submit an SDSU application during the initial filing period. Currently, the SDSU main campus is impacted which requires applicants to meet selective admissions criteria above the minimum established by the California State University.

Impacted Majors

Some majors at San Diego State University are designated as impacted majors. To be admitted to an impacted major, students must meet additional department-specific criteria, such as a specified minimum grade point average, completion of prerequisite courses, and completion of a certain number of units. Departmental criteria appear each November in the CSU Review, a publication sent to all California high school and community college counselors. Additionally, students and counselors may contact specific departments for more information or access this information at www.sdsu.edu/impactedmajors.

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 sent directly from previous university admissions and records unit to the SDSU Office of Admissions and Records. 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 Number

Applicants are required to include their correct social security numbers (taxpayer identification 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. 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.

Measles, Rubella, and Hepatitis B Immunizations Health Screening Provisions

Information on student health services and required immunizations is given in the section of this bulletin on Student Affairs (Health Services), page 17.

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. 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 if submitting the online application, and may not be transferred or used to apply to another term. SDSU applicants must file the online version of the CSU undergraduate application which is available on the Web site at www.sdsu.edu/apply.

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.

Filing of Records

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

1. Transcript from high school of graduation or last in attendance (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 or university 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.)

A transcript is official if sent directly to San Diego State University by the institution attended. 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 or November 1 for the spring semester.*

Undergraduate Transfer Admission Requirements

Generally, applicants will qualify for admission as an upper division transfer student if

1. They have a grade point average of at least 2.0 (C or better) in all transferable units attempted;
2. They are in good standing at the last college or university attended, and they have completed at least 30 semester units of college coursework with a grade of C or better **in each course** to be selected from courses in English, arts and humanities, social science, science and mathematics at a level at least equivalent to courses that meet general education requirements. The 30 units must include all of the general education requirements in communication in the English language and critical thinking (at least 9 semester units) and the requirement in mathematics/quantitative reasoning (usually 3 semester units) **OR** the Intersegmental General Education Transfer Curriculum (IGETC) requirements in English communication and mathematical concepts and quantitative reasoning.

Making Up Missing College Preparatory Subject Requirements

Undergraduate applicants who did not complete subject requirements while in high school may make up missing subjects in any of the following ways.

1. Complete appropriate courses with a grade of C or better in adult school or high school summer sessions.
2. Complete appropriate courses in college with a grade of C or better. One college course of at least three semester or four quarter units will be considered equivalent to one year of high school study.
3. Earn acceptable scores on specified examinations.

Please consult SDSU or any CSU campus admissions office for further information about alternative ways to satisfy the subject requirements.

Subject Requirements

San Diego State University requires that applicants complete, with grades of C or better, the following 15 units of college preparatory courses. A "unit" is one year of study in high school.

English: 4 years.

Mathematics: 3 years. Algebra, geometry, and intermediate algebra.

US History or US History and Government: 1 year.

Science: 1 year with laboratory. Biology, chemistry, physics, or other acceptable laboratory science.

* **Foreign Language:** 2 years in the same language (subject to waiver for applicants demonstrating equivalent competence).

Visual and Performing Arts: 1 year. Art, dance, drama/theatre, or music.

Electives: 3 years, selected from English, advanced mathematics, social science, history, laboratory science, foreign language, visual and performing arts, and agriculture.

If you are applying for Fall admission, you must complete your subject requirements by the Spring term before enrollment at SDSU. If you are applying for Spring admission, you must complete your subject requirements by the Summer term before enrollment at SDSU.

* **NOTE:** The foreign language requirement may be satisfied by applicants who demonstrate competence in a language other than English which is equivalent to or higher than expected of students who have completed two years of foreign language study. Consult with your school counselor or any CSU admissions or outreach office for further information.

Subject Requirement Substitution for Students with Disabilities

Applicants with disabilities are strongly 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, alternative 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 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.

TOEFL Requirement

All undergraduate applicants, regardless of citizenship, 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).

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 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.

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 the General Catalog on the Educational Opportunity Program.

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.

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.

Graduate and Postbaccalaureate Application Procedures

All graduate and postbaccalaureate applicants (e.g., 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 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

Second bachelor's degrees are not awarded by most departments. Admission to a second bachelor's degree program is based on a review of the second bachelor's degree application, the applicant's academic record, approval of the major department, and the availability of space in the major or premajor. Applicants must be eligible for admission as a postbaccalaureate student, meet all undergraduate admission subject requirements, show strong promise of success in the new field, and have a clearly indicated change in educational objective. The number of students admitted for a second bachelor's degree is extremely limited.

Second bachelor degree applicants must apply for admission during the undergraduate filing period (unless already enrolled as a postbaccalaureate student). Upon receipt of the admission application, students will be sent a separate application for the second bachelor's degree.

Classified graduate students are not eligible to apply for a second bachelor's degree. Credit earned while a second bachelor's candidate may not be applied toward an advanced degree at a later date. Candidates for a second bachelor's degree are ineligible to enroll in 600-, 700-, 800-, and 900-numbered courses.

To receive a second bachelor's degree, the student must complete a minimum of 30 postbaccalaureate units in residence with a minimum grade point average of 2.00; at least 15 units must be upper division in the new major. Up to six upper division units from the previous major may be used in the new major, provided the student completed the same number of units above minimum requirements for the first degree. The student must also fulfill all current requirements for the bachelor's degree, including but not limited to General Education, major, upper division writing, and foreign language if required by the major. Students are subject to undergraduate policies and procedures, including rules governing deadlines, course forgiveness, and academic probation and disqualification.

The second bachelor's degree is not granted automatically. When eligible for graduation, you must submit an application for graduation with the Office of Admissions. The Class Schedule each semester specifies the exact dates for filing.

For additional information and second bachelor's degree applications, contact the Office of Admissions and Records, (760) 768-5509.

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 Admissions and Records

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 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.

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 Administration Building 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.**

Late registration is allowed during the first two weeks of the semester. Students wishing to late register must pay registration fees plus a \$25.00 late fee before the end of the second week 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. **Students who have not added at least one class by the beginning of the fourth week of classes are not registered, and may not add courses later in the semester.**

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.

Determination of Residence for Nonresident Tuition Purposes

The Office of Admissions and Records 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 Admissions and Records. 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 68000-68084, 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 68070-68120 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.

Resident 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.