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# Student Affairs

## 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:

Academic Advising	Ombudsmen
Admissions and Records	Scholarship Office
Career Placement	Student Recruitment and
Disabled Student Services	School Relations
Financial Aid	Student Rights and
Health Services	Responsibilities
International Programs	Test Office
New Student Orientation	Transfer Center

## Academic Advising

Imperial Valley Campus students should see an adviser prior to registration each semester. Completing requirements for your degree in a timely manner requires planning. Academic advisers can help you develop your academic plan. Academic advisers may be consulted at any time on specific questions concerning programs of study, general degree requirements, or students' evaluations. The following chart lists the advisers for each major.

### Agribusiness, International Business

Lorena Malo ..... (760) 768-5637  
Student Affairs

### Criminal Justice Administration, Latin American Studies, Liberal Studies, Psychology

Americo Yacopi..... (760) 768-5503  
Student Affairs

### English, History, Spanish

Aracely Bojorquez..... (760) 768-5506  
Student Affairs

### Public Administration, Social Science

Miguel Rahiotis..... (760) 768-5507  
Student Affairs

## Admissions and Records

Admissions and Records provides information regarding admission to the University and processes all applications for admission. An admission evaluation is completed for each applicant based upon transfer coursework. The office receives all transcripts and assistance with registration is also provided. All students files are maintained in this office. The office is located in Student Affairs or call (760) 768-5509 for more information.

## Career Placement

Career counselors assist students in the exploration of their skills, interests and values as they develop a career plan. Services include resume assistance, interview preparation, choosing a career, and finding possible employers.

A centralized listing of paid part-time jobs, volunteer positions, and internships for on and off campus is available through Career Placement. Career Placement is located in Student Affairs. Call (760) 768-5502 to make an appointment.

## Disabled Student Services (DSS)

Disabled Student Services provides support services for students with mobility limitations, learning disabilities, hearing or visual impairments, psychological disabilities, and other disabilities. Counseling is available to help students plan an SDSU experience to meet their individual needs. They assist students in making personal, academic and vocational choices, and show how best to utilize campus facilities. Prior to receiving this assistance, appropriate medical documentation must be submitted to Disabled Student Services. Services available include:

Orientation for students – Priority registration for students with special needs – Accessibility information, maps, and library study rooms – Reader services and assistance with books on tape – Testing assistance for visually impaired, learning disabled, and dexterity limited students – Tutoring and notetaking services – Referral to off-campus agencies for mobility orientation, financial benefits, and other services.

For more information, call (760) 768-5502 or visit the office located in Student Affairs.

## Financial Aid

Student financial aid programs are intended to provide assistance to students who do not have the necessary financial resources to meet educational costs. Most students qualify for some type of assistance. Information about all state, federal, and institutional aid programs is available from the

Financial Aid Office, located in Student Affairs or call (760) 768-5507. More information on financial aid is also available in the Regulations section of this bulletin.

## Health Services

All regularly enrolled SDSU students have prepaid a health fee as part of their tuition and fees which entitles them to basic medical services. In Imperial Valley, the University contracts with the Clinicas De Salud in Brawley, Calexico, and El Centro to provide these services. See the Student Health Services Office for details.

Additional health services are available from the Student Health Services at the San Diego campus, including 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.

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. For more information, call (760) 768-5502 or visit the office located in Student Affairs.

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

New or readmitted students born on or after January 1, 1957 must present proof of immunity to 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 (760) 768-5602.

**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 first-time enrollees who are 18 years of age or younger are required to present proof of immunity against hepatitis B during their first semester at SDSU. Hepatitis B vaccination consists of a three-dose series of injections that require four to

six months to complete. (*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 free immunization at Student Health Services. For more information, call (760) 768-5502.

**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, Imperial Valley Campus, Admissions Office, 720 Heber Avenue, Calexico, CA 92231. For those students unable to obtain acceptable proof of measles and rubella immunizations, Student Health Services will provide immunizations at no cost.

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.

### **Strongly Recommended Health Screening**

Immunization from the following diseases may also protect students against potentially severe infections: tetanus, diphtheria, polio, mumps, 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.

### **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-Imperial Valley Campus, Business Affairs, (760) 768-5515.

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. Brochures are available in the ASC Student Center. 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.

### **International Programs**

International Programs offers students the ability to study at foreign universities. The program also brings foreign students to our campus to create international experiences for SDSU-Imperial Valley Campus students as they learn from students from other countries. For more information, refer to the International Programs section in this bulletin or call the International Programs Office at (760) 768-5505.

### **Ombudsmen**

Becoming a student at SDSU-IV Campus 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 session) after the semester during which the student was allegedly aggrieved.

The office of the Ombudsmen is located in the Student Services building, Room 3635, on the San Diego campus; telephone (619) 594-6578. The Assistant Dean for Student Affairs represents the Ombudsmen's Office on this campus; telephone (760) 768-5502.

### **Scholarship Office**

Scholarships reward academic excellence and are not generally based on financial need. All students, regardless of nationality, citizenship, or residency status, are eligible, with appropriate grade point average, to apply for scholarships. For more information, call (760) 768-5507 or visit the office located in Student Affairs. More information on scholarships is also available in the Regulations section of this bulletin.

### **New Student Orientation**

The orientation is held prior to the start of each semester to provide information and survival skills to new students in order that they have a successful academic experience. The orientation consists of presentations providing campus and program information and various workshops. All transfer applicants are invited to attend. For more information, call (760) 768-5502.

## Student Recruitment and School Relations

Student Recruitment and School Relations is SDSU-Imperial Valley Campus' official representative linking the University with prospective students, community colleges, and high schools. The department fosters relationships with schools, colleges, and community organizations to ensure high quality and diverse students apply to San Diego State University. Student Recruitment and School Relations provides guidance on college selection, preparation for college, admission requirements, academic programs, and student services. Special programs and activities are then conducted to assist admitted students.

Specific services include visitations and presentations to students, counselors, and parents at high schools and community colleges, and administration of special programs including counselor conferences, Preview Day for prospective students, and Future Aztecs Day for admitted students.

Student Recruitment and School Relations invites all prospective students and interested members of the community to take advantage of the services and programs offered. To find out how, call (760) 768-5637 or visit the Web site at:

[www.rohan.sdsu.edu/~sos/](http://www.rohan.sdsu.edu/~sos/)

## Student Rights and Responsibilities

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 office 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. The Assistant Dean for Student Affairs acts as liaison for the Imperial Valley Campus for the Center for Student Rights and Responsibilities.

To review SDSU's statement of student rights and responsibilities, visit the Web site at:

[www.sa.sdsu.edu/srr/statement](http://www.sa.sdsu.edu/srr/statement)

## Test Office

The Test Office is an important resource for the entire University community serving both students and faculty through administering tests for the purpose of admission and competency for graduation.

Test dates for San Diego State University-Imperial Valley Campus competency and placement tests are available at this office or from academic advisers. Advance reservations as well as fee payments are required for most tests. Students who are interested in assessments, assisting with the counseling process, and career planning must contact Career Placement. Special competency and national testing arrangements for disabled students are made through the Disabled Student Services Office. Appropriate departments provide graduate testing application forms and information. For more information, call (760) 768-5634.

## Transfer Center

The Transfer Center is a project that provides support services to identified and potential transfer students from accredited institutions. Information is provided by a professional counselor about programs and services available at San Diego State University, Imperial Valley Campus. The project works with all students but has as its goal to increase the number of underrepresented students in higher education. Underrepresented students are minorities, disabled, low income, and others not appropriately represented among the transfer population. For more information, call (760) 768-5506 or visit the office located in Student Affairs.