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# Admission and Registration

Admission criteria listed in this catalog is for fall 2007. For the most up-to-date admission criteria, visit the SDSU Web site at <http://www.sdsu.edu/admissions>.

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## Reservation

San Diego State University reserves the right to select its students and deny admission to the university or any of its programs as the university, in its sole discretion, determines appropriate based on the applicant's suitability and the best interests of the university.

## 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 <http://www.csumentor.edu>. The CSUMentor system allows students to browse through general information about CSU's 23 campuses, view multimedia campus presentations, send and receive electronic responses to specific questions, and apply for admission and financial aid. 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. The applications of persons denied admission to an impacted campus may be re-routed to another campus, but only if the applicant is CSU eligible.

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 e-mail 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 or the ACT as early as possible, but no later than November 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*. Details regarding the supplemental admissions criteria are also provided at <http://www.calstate.edu/AR/impactioninfo.shtml>.

## Undergraduate Admission Requirements

### First-Time Freshman Requirements

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

1. Complete the pattern of college preparatory subjects requirements with grades of C or higher. See "Subject Requirements."
2. Must submit SAT or ACT test scores (regardless of high school grade point average).
3. Must be a high school graduate.
4. SDSU service area applicants who meet the minimum CSU eligibility index (see "Eligibility Index") of 2900 will be admitted to SDSU.

### Outside SDSU Service Area.

1. Complete the pattern of college preparatory subjects requirements with grades of C or higher. See "Subject Requirements."
2. Must submit SAT or ACT test scores (regardless of high school grade point average).
3. Must be a high school graduate.
4. Have a competitive CSU eligibility index (see "Eligibility Index"). The average eligibility index of admitted freshmen for fall 2007 was 4030 (972 based on ACT). The average high school grade point average was 3.63. The average SAT total score was 1128; 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 November 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 Student Testing, Assessment and Research Office. Or, you may write to or call:

The College Board (SAT)  
Registration Unit, Box 6200  
Princeton, New Jersey 08541-6200  
609-771-7588  
<http://www.collegeboard.org>

ACT Registration Unit  
P.O. Box 414  
Iowa City, Iowa 52240  
319-337-1270  
<http://www.act.org>

Official scores should be requested from the testing service at the time you register and sent directly to SDSU (SDSU's SAT code is 4682; SDSU's ACT code is 0398).

### Eligibility Index

The eligibility index is the combination of the high school grade point average and scores on either the ACT or SAT. Grade point averages (GPA) are based on grades earned in courses taken during the final three years of high school. Included in calculation of GPA are grades earned in all college preparatory "a-g" 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 three 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.

A CSU eligibility index (EI) can be calculated by multiplying a grade point average by 800 and adding a total score on the mathematics and critical reading scores of the SAT. Students who took the ACT, multiply the grade point average by 200 and add ten times the ACT composite score. Persons who are California high school graduates (or residents of California for tuition purposes), need a minimum index of 2900 using the SAT or 694 using the ACT.

For admission during the 2007-2008 college year, the university has no plans to include the writing scores from either of the admissions tests in the computation of the CSU eligibility index.

### 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.

1. Two years of social science, including one year of U.S. history, or U.S. history and government.
2. Four years of English.
3. Three years of mathematics (algebra, geometry, and intermediate algebra).
4. Two years of laboratory science (one biological and one physical, both with laboratories).
5. Two years in the same foreign language (subject to waiver for applicants demonstrating equivalent competence).
6. One year of visual and performing arts (must be from a single VPA area): art, dance, drama/theatre, or music. (Must be a year-long course for fall 2008 admission.)
7. One year of electives, selected from English, advanced mathematics, social science, history, laboratory science, foreign language, visual and performing arts, or other courses approved and included on the UC/CSU "a-g" list.

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) or 80 or higher (using the Internet version) on the Test of English as a Foreign Language (TOEFL), or 6.5 or better on the International English Language Testing System (IELTS).

### 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 specific course and does not constitute the right to continued enrollment.

### Transfer Student Requirements

Students who have completed fewer than 60 transferable semester college units (fewer than 90 quarter units) are considered lower division transfer students. Students who have completed 60 or more transferable semester college units (90 or more quarter units) are considered upper division transfer students. Students who complete college units during high school or through the summer immediately following high school graduation are considered first-time freshmen and must meet those admission requirements. Transferable courses are those designated for baccalaureate credit by the college or university offering the courses.

### 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 (or 90 or more quarter 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.

Transfer students will be admitted to a premajor or major. To be considered for admission to SDSU, transfer applicants should meet the following minimum CSU eligibility requirements and SDSU requirements. Applicants not meeting the following requirements will be ranked based on how closely they meet the criteria and considered for admission on a space-available basis.

1. Apply during the CSU initial admission application filing period, October/November 2007 for fall 2008 admission. Submit a supplemental application at <http://www.sdsu.edu/portal> between October 1, 2007 and January 15, 2008.
2. Complete a minimum of 60 transferable semester units by the end of spring 2008.
3. Complete GE requirements in written communication, oral communication, critical thinking, and mathematics with a "C" or higher in each course by the end of spring 2008.
4. By the end of spring 2008, complete all Preparation for the Major courses that are articulated or approved as equivalent (see online Transfer Admission Planner) and offered at the college(s) attended in the year prior to transfer.
5. GPA Requirements:
  - a. Service area\* and outside-the-service-area applicants must meet the GPA required for the impacted major. Non-impacted majors require a 2.0.
  - b. Outside-the-service-area applicants will also be selected based on a GPA ranking that may be higher than the impacted major GPA. For fall 2007, the average transfer GPA was 3.12.

- c. Some impacted majors have specific grade expectations for individual courses or combination of courses that must be met.
  - d. Applicants must meet the required GPA at the time of application and they must maintain the GPA through the end of spring 2008.
6. Applicants who meet the criteria listed above will be ranked based on the completion of lower division General Education coursework and preparation for the major.

\* You are in SDSU's service area if 50% of your coursework has been completed at Imperial Valley College or at a regionally accredited institution located south of Interstate 56.

#### NOTE:

- Transfer students who are admitted to a premajor or major must petition if they decide to request a change of major after enrollment at SDSU.
- Music and dance major applicants must audition for acceptance to the major.
- SDSU is not accepting applications for second bachelor candidates.
- There is an additional application and additional ranking criteria for nursing applicants.

#### Admitted Upper Division Transfers

Transfer admission decisions are made based on information reported on the CSU application and the Transfer Supplemental Application. 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 General Educational Development or California High School Proficiency Examinations).
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 *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 and mathematical computation.

## Readmission

Students interested in readmission to SDSU should visit the Web site at <http://www.sdsu.edu/admissions> for the most up-to-date admission criteria. Criteria differ for students who left the university in good academic standing versus those who left on academic probation or who were academically disqualified.

## 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 temporary 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 for undergraduate admissions 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) or 80 or higher (using the Internet version) on the Test of English as a Foreign Language (TOEFL), or 6.5 or better on the International English Testing System (IELTS). These tests are 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 these tests are given may be obtained by going to Web sites:

<http://www.TOEFL.org> and <http://www.ielts.org>.

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 English 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 may be 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) or IELTS (International English Language Testing System) 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 or IELTS 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 Office of Housing Administration, 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 or IELTS 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) or 80 or higher (using the Internet version) on the Test of English as a Foreign Language (TOEFL), or 6.5 or better on the International English Language Testing System (IELTS). Some majors may require a higher score. Some campuses may also use alternative methods of assessing English fluency.

### 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.** 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.*

### Deadlines:

#### First-time Freshmen

- May 1 – transcripts including fall term grades.
- July 16 – transcripts of spring term grades.

#### Transfers

- May 1 – submit transcripts including fall term grades and work in progress.
- June 29 – submit transcripts of spring term grades.

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

## Graduate and Post-Baccalaureate Application Procedures

All graduate and post-baccalaureate applicants (e.g., joint Ph.D., Ed.D., Au.D., and Ed.S. applicants, master's degree applicants, those seeking educational credentials, or advanced certificates, and holders of baccalaureate degrees) must file a complete graduate application as described in the CSU graduate and post-baccalaureate admission materials at <http://www.csumentor.edu>. 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 post-baccalaureate programs may be limited to the choice of a single campus on each application, re-routing to alternate campuses or later changes of campus choice are not guaranteed. To be assured of initial consideration by more than one campus, it is necessary to submit separate applications (including fees) to each. Online applications are available at <http://www.csumentor.edu>.

## Graduate and Post-Baccalaureate Admission Requirements

### Admission Requirements

Graduate and post-baccalaureate applicants may apply for a degree objective or a credential or certificate 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 at the time of enrollment: (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 2.85 (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 post-baccalaureate study at San Diego State University must apply and meet the minimum requirements to be accepted in one of the four following categories (consult the *Graduate Bulletin* for detailed information):

- **Post-Baccalaureate Standing (Unclassified)** Exchange students (non-foreign), visitors from other CSU campuses, and other transitory students may be admitted for **one** semester as unclassified graduate students; or

- **Post-Baccalaureate Standing (Classified).** Persons wishing to enroll in a credential or certificate program, will be required to satisfy additional professional, personal, scholastic, and other standards, including qualifying examinations, prescribed by the campus; or
- **Conditional Graduate Standing (Classified).** Applicants may be admitted to a graduate degree program in this category if, in the opinion of appropriate campus authority, deficiencies may be remedied by additional preparation; or
- **Graduate Standing (Classified).** To pursue a graduate degree, applicants are required to fulfill all of the professional, personal, scholastic, and other standards, including qualifying examinations, prescribed by the campus.

### Graduate and Post-Baccalaureate TOEFL/IELTS Requirements

All graduate and post-baccalaureate 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 or higher (using the paper version) or 213 or higher (using the computer version) or 80 or higher (using the Internet version) on the Test of English as a Foreign Language (TOEFL). Students must obtain a score of 6.5 or better on the International English Language Testing System (IELTS). Individual degree programs may require 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 may be required by a program to 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 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 reported at the student's request to San Diego State University to be included on the student's transcript at the home campus.

#### Intersystem Cross Enrollment

Matriculated CSU, UC, or community college students may enroll on a "space available" basis for one course per term at another CSU, UC, or community college and 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 or a major (if all requirements are met at time of admission).

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 Curricula or you may contact the major department for information. Departmental criteria also appear each November in the CSU Review, and made available online at <http://www.calstate.edu/AR/csureview/>. Information about the supplementary criteria also is sent to program applicants. Visit <http://www.sdsu.edu/impactedmajors> for further information. Applicants must file applications for admission to an impacted program during the initial filing period. Applicants who wish to be considered in impacted programs at more than one campus should file an application at each campus for which they seek admissions consideration.

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, Multimedia, Painting and Printmaking, Sculpture, and Art in Preparation for the Single Subject Teaching Credential; Biology and Microbiology; Business Administration; Child Development; Communication with emphases in Advertising, Public Relations, and specialization in Media Studies; Criminal Justice Administration; Economics; English and English in Preparation for the Single Subject Teaching Credential in English Language Arts; Foods and Nutrition; Health Science; History; Hospitality and Tourism Management; International Business; Journalism; Kinesiology; Liberal Studies; Nursing; Political Science; Psychology; Public Administration; Social Science in Preparation for the Single Subject Teaching Credential; Sociology; Spanish; 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, when requested, 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 including identification 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.

Students are issued a nine-digit ID number (Red ID) for transactions that include accessing the SDSU WebPortal, registering for classes, meal plans, using library services, using Blackboard, communicating with The Center for Human Resources, financial transactions, and all student services.

## Registration and Requirements for Registration

### Registration

San Diego State University students register online at <http://www.sdsu.edu/portal>. On-campus and telephone registration are not conducted. The *Class Schedule* available at <http://www.sdsu.edu/schedule> 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 Proficiency 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 registration workbook that is distributed at new student orientation.

**Late Registration.** Late registration is allowed during the first 15 class days of the semester. Students wishing to late register must pay registration fees plus a \$25.00 late fee before 4:00 p.m. on the 15th class day of the semester. After receiving an add code from the instructor of the course the student wants to add, the student accesses the SDSU WebPortal 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 post-baccalaureate 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.

**Schedule Adjustment Policy.** All schedule adjustments MUST BE COMPLETED BY THE END OF THE 15TH CLASS DAY OF THE SEMESTER BY 6:00 P.M. The schedule adjustment period allows you to add a course, drop a course, withdraw from the university, and change grading basis. 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 15th class day of the semester by 6:00 p.m.

**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 class days of the semester. Students who do not meet prerequisite requirements can also be dropped within the first 12 class 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 SDSU WebPortal at <http://www.sdsu.edu/portal>. To reenroll, the student must receive an add code from the instructor and reenroll in the course within the first 15 class days of the semester by 6:00 p.m.

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 class days of the semester by 6:00 p.m.

**Religious Observances.** By the end of the second week of classes, students should notify the instructors of affected courses of planned absences for religious observances. Instructors shall reasonably accommodate students who notify them in advance of planned absences for religious observances.

### Statewide Placement Test Requirements

San Diego State University requires that each entering undergraduate, except those who qualify for an exemption, take the CSU Entry Level Mathematics (ELM) examination and the CSU English Placement Test (EPT) prior to enrollment. Admitted freshmen must take the ELM/EPT (if required) by the May test date prior to enrollment. These tests are designed to identify entering students who may need additional support in acquiring college entry-level 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. Students who do not successfully complete their remediation requirements within one year of their initial enrollment will be administratively disqualified.

Students register for the EPT and/or ELM at the Student Testing, Assessment and Research 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:

- Students must place (score) in the **"exempt"** category on the Early Assessment Program (EAP) taken in the 11th grade as part of the California Standards Test.
- A score of 550 or above on the verbal section of the College Board SAT 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 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 this course was completed with a grade of C or better.

