

Admission and Registration

Admission to San Diego State University for post-baccalaureate and graduate study is open to those applicants judged by the university to be fully qualified. The process is competitive and the requirements listed below are only the **minimum** required for admission to the university. Many programs have established additional requirements. Prospective applicants should refer to the departmental listings in this bulletin. Students are also advised to contact the departmental offices as soon as graduate work is contemplated for advice as to how to proceed. Some departments stop reviewing applications earlier than others because space is limited.

Application and Admission Process

Admission to San Diego State University for graduate study is a competitive process and open to those applicants who the university judges to be fully qualified to benefit from graduate study. The requirements listed below are the minimum required for admission to the university. Many programs have established additional requirements. Potential applicants should refer to the Graduate Bulletin under the departmental listings. Students in their final baccalaureate year who are contemplating graduate study are also advised to contact the departmental offices as soon as possible for information and advice. Some departments stop reviewing applications earlier than others because space is limited.

Graduate and post-baccalaureate students admitted into any admission category must matriculate during their term of admission. An offer of admission cannot be deferred to another term and failure to enroll will result in admission being revoked.

Application Procedures

Applicants for any type of graduate or post-baccalaureate status (advanced degree applicants and those seeking credentials or advanced certificates) must file an electronic CSU Graduate Admission Application available at <http://www.calstate.edu/apply> within the appropriate filing period. All applicants, including those who graduated from San Diego State University are also required to complete and submit an application and the \$55 nonrefundable application fee. Applicants for post-baccalaureate programs are limited to the choice of a single CSU campus on each application. In the event that a post-baccalaureate applicant wishes to be assured of initial consideration by more than one campus, it will be necessary to submit separate applications (including fees) to each campus. All masters, doctoral, advanced certificates, and credential students should consult the department or program listing in the Graduate Bulletin for the specific department and/or program application instructions. In all cases, applicants should send recently issued (printed within the last year) official transcripts from all institutions attended and examination scores to Graduate Admissions only. Students are required to apply online. Online applications are available at <http://www.calstate.edu/apply>.

Paper applications are no longer printed for general distribution. If an applicant does not have access to a computer or in the case of other extenuating circumstances preventing an applicant from filing an electronic admission application, the applicant should contact Graduate Admissions to make special arrangements.

Application Acknowledgment

On-time applicants may expect to receive an acknowledgment from the campuses to which they have applied within two to four weeks of filing the application. The notice may also include a request that applicants submit additional records necessary to evaluate academic qualifications. Applicants may be assured of admission if the evaluation of relevant qualifications indicates that applicants meet CSU admission requirements, and in the case of admission impaction, supplemental criteria for admission to an impacted program. Unless specific written approval/confirmation is received, an offer of admission is not transferable to another term or to another campus.

Admission Requirements

Graduate and post-baccalaureate applicants may apply for a degree objective, a credential or certificate objective, or where approved, may have no program objective. Depending on the objective, the CSU will consider an application for admission as follows:

- **General Requirements.** The minimum requirements for admission to graduate and post-baccalaureate studies at a CSU 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) hold an acceptable baccalaureate degree earned at an institution accredited by a regional accrediting association, or have completed equivalent academic preparation as determined by the graduate dean; (2) have attained a grade point average of at least 2.85 in an acceptable earned baccalaureate degree, or at least 2.85 in the last 60 semester (90 quarter) units attempted, or hold an acceptable post-baccalaureate degree earned at an institution accredited by a regional accrediting association; (3) have been in good standing at the last institution attended; and (4) achieved satisfactory scores on all sections of the GRE or GMAT for degree seeking applicants (not required for credential or certificate applicants).

Applicants who do not qualify for admission under provisions (1) and (2) may be admitted by special action if the graduate dean determines that there is other academic or professional evidence sufficient to warrant such action. Applicants from foreign countries see International (Foreign) Student Admission Requirements. The Division of Graduate Affairs is the only official admissions authority for graduate study at San Diego State University. See the Graduate Bulletin for further details.

Faculty may register for courses in accordance with the Division of Graduate Affairs policies. Faculty holding the rank of instructor and above may be candidates for degrees on this campus. Faculty may not seek degrees or register for courses within their own departments, programs, or schools and retain faculty status in that unit.

Special Action Admissions

Determination of the admissibility of students by special action shall be governed by the following guidelines when applicable. All applicants for admission by special action must submit at least two letters of recommendation from faculty of the institution that awarded the baccalaureate degree.

1. Students holding baccalaureate degrees from accredited institutions that award credit primarily on a pass-fail basis may be considered for admission providing they meet one of the following criteria:
 - a. At least 60 semester units of letter-graded coursework with a minimal grade point average of 2.85 are included on the student transcripts. Half of these must be at the upper division level.

- b. If the student transcripts include less than 60 semester units of letter-graded coursework as described above, the applicant may be considered for admission on the basis of the following two criteria: A satisfactory score on both the verbal and quantitative sections of the GRE or GMAT with a minimum mean score of not less than the 30th percentile in each category, and determination by the appropriate faculty unit at San Diego State University that any written documentation of classroom performance the student submits reflects academic achievement equivalent to at least a grade point average of 2.85. Such documentation should include written coursework evaluations by the faculty of the institution awarding the degree and may include other documentation such as baccalaureate theses, etc. A relative weakness in one of these criteria may be offset by a strong performance in the other.
2. Students holding baccalaureate degrees from accredited institutions that award credit for prior experiential learning may be admitted providing that:
 - a. The student meets the 60-unit requirement as described in 1. above when general admission requirements are not met.
 - b. At least 24 semester units of credit in the major field are awarded for classroom and laboratory study during a period of matriculation at the degree-granting institution.
 - c. The student provides from the institution granting the credit full documentation showing how the experiential learning was evaluated and the basis on which such credit was awarded.

Examination Requirements

The university requires that applicants for admission to advanced degree programs present satisfactory scores on the Graduate Record Examination (GRE) General Test. All sections (Verbal, Quantitative, Analytical Writing) must be completed. GRE scores that are missing any one of the three sections will be considered incomplete and will not be accepted by the university. In addition, some programs require that applicants also submit satisfactory scores on the appropriate GRE subject matter test. Some advanced certificate programs require the GRE. Applicants should consult the program listings for specific information. Applicants for admission to the Fowler College of Business or the Master of Science in Hospitality and Tourism Management may take the Graduate Management Admissions Test (GMAT) or the GRE; students applying for admission to the concentration in Health Management and Policy in the School of Public Health may submit scores from either the GRE or the GMAT. Students applying for admission to the MSW/JD program will use LSAT scores in lieu of the GRE. Students applying for admission to the MBA/JD program must submit GMAT or GRE scores. GRE, GMAT, and Test of English as a Foreign Language (TOEFL) scores should be sent electronically to San Diego State University (Institutional Code 4682 for GRE and TOEFL, and 9LT-2P-73 for GMAT). Official International English Language Testing System (IELTS) and Pearson Test of English Academic (PTE Academic) score reports must be mailed directly to San Diego State University. For complete information on the availability of these tests, students or applicants are invited to contact the Testing Services office on campus.

Students who hold advanced degrees from institutions that are members of the Council of Graduate Schools may be exempt from the GRE requirement. Individuals applying for admission to certain graduate programs may petition to waive the GRE General Test or GMAT requirement if the applicant holds a professional doctoral degree from an institution whose professional program is accredited. The waiver must be recommended by the graduate adviser and approved by the graduate dean. The petitioner must demonstrate that the professional degree is integrally related to the degree program to be pursued at San Diego State University. Applicants to doctoral programs must have taken the GRE.

Graduate and Post-Baccalaureate English Language Requirement

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 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). Students must obtain a score of 58 or higher on the Pearson Test of English Academic (PTE Academic). Individual degree programs may require a higher minimum score. Applicants may be required by a program to submit a score for the Test of Written English (TWE). Some programs require a higher score. Several CSU campuses may use alternative methods for assessing fluency in English, including Pearson Test of English Academic (PTE Academic), the International English Language Testing System (IELTS), and the International Test of English Proficiency (ITEP).

Admission Categories

Graduate and post-baccalaureate applicants may apply for a degree objective, a credential or advanced certificate objective, or where approved, may have no program objective. Depending on the objective, the CSU will consider an application for admission as follows:

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.

Post-Baccalaureate Standing (Classified)

A student wishing to be admitted to a program leading to a credential only or to an advanced certificate only (not an advanced degree) must meet the criteria specified under General Admission Requirements. A student must also meet the professional, personal, scholastic, and other standards prescribed by the appropriate department and the Graduate Council. The applicant should contact the department or school involved for information concerning specific admission requirements and should submit a departmental application during the appropriate filing period. Admission with post-baccalaureate standing (classified) does not constitute admission to, or assurance of consideration for admission to, advanced degree curricula.

Graduate Standing (Classified)

A student wishing to be admitted to a program of study leading to an advanced degree must meet the criteria specified under General Admission Requirements and, in addition, must:

- a. Achieve a satisfactory score on the GRE General Test. (Students holding an advanced degree from an institution that is a member of the Council of Graduate Schools are exempted from this requirement; students applying to the Fowler College of Business will take the GMAT or GRE).
- b. Satisfy the special departmental or college requirements as stated in Part Five of the Graduate Bulletin under "Courses and Curricula."
- c. Meet the professional, personal, and scholastic standards for graduate study established by the department and the Graduate Council.

Students admitted with graduate standing (classified) are admitted to authorized advanced degree curricula and may enroll in 600-, 700-, and 900-numbered courses.

Graduate Standing (Conditionally Classified)

A student wishing to be admitted to a program of study leading to an advanced degree who meets the criteria specified under General Admission Requirements but who has deficiencies in the criteria for classified graduate standing may be granted conditionally classified graduate standing, if the deficiencies can be met by specific additional preparation, including qualifying

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examinations. Students who have not completed the GRE/GMAT requirement and/or the TOEFL/IELTS requirement will not be eligible for conditional admission. Not more than 15 semester units may be assigned to satisfy undergraduate deficiencies in the major and normally all course conditions must be met within one year (three academic terms: fall, spring, summer) from the time of initial enrollment. Students admitted with conditionally classified graduate standing are admitted to authorized advanced degree curricula and may enroll in 600- and 700-numbered courses. Once the conditions established by the department, school, or college have been met, the student should request that the program graduate adviser file a change of status form with the Division of Graduate Affairs.

Post-Baccalaureate Standing (Conditionally Classified)

A student wishing to be admitted to a program of study leading to a credential in professional education or an advanced certificate program who meets the criteria specified under General Admission Requirements but who has deficiencies for classified post-baccalaureate standing to the department's credential or certificate program may be granted conditionally classified post-baccalaureate standing, if the deficiencies can be met by specific additional preparation, including qualifying examinations. No more than 18 semester units may be assigned to satisfy deficiencies in prerequisite education and subject matter competency coursework and all coursework must be met within one year (three academic terms: fall, spring, summer) from the time of initial enrollment unless written documentation of specific subject matter deficiency can be provided by the designated campus adviser. Once the conditions established by the department, school, or college have been met, the student should confirm that a change of status has been updated through the sponsoring departmental office for cross-campus records.

Continuing Students

Students enrolled in the university with graduate or post-baccalaureate standing who wish to request acceptance into any type of graduate degree or post-baccalaureate status (advanced degree applicants and those seeking credentials or advance certificates) must file an electronic CSU Graduate Admissions application available at <http://www.calstate.edu/apply> during the appropriate filing period. All applicants, including those who graduated from San Diego State University are also required to complete and submit an application and the \$55 nonrefundable application fee. Reports of the scores of the GRE General Test or the GMAT where appropriate must be on file at the university before continuing students may apply for graduate standing (classified).

Second Bachelor's Degree

San Diego State University is only accepting applications for a second bachelor's degree in nursing. For additional information and a listing of admission requirements, please refer to the General Catalog.

Second Master's or Doctoral Degree

A student desiring to work on a second master's or doctoral degree must petition the Graduate Council for permission to enter a curriculum leading to the second degree. Students must reapply to the university if they have completed a master's or doctoral degree if they choose to pursue a second degree program.

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 or desired programs or admission categories are closed. 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 specific degree programs before enrolling at the host campus.

The academic calendar lists specific deadlines. For students participating in the CSU visitors' program, units completed at the visitor campus will be considered resident units; they will not, however, be calculated into the San Diego State University grade point average.

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 Fully Online Courses

Matriculated students in good standing may request enrollment in one course per term, offered by a CSU host campus. Enrollment requests will be granted based on available space, as well as completion of any stated prerequisites. Credit earned at the host campus is electronically reported to the student's home campus to be included on the student's transcript at the home campus.

CSU Visitor Enrollment

Matriculated students in good standing may enroll on a space available basis 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. Many online courses at CSU campus are available for concurrent enrollment.

Filing of Transcripts

The applicant must arrange to have one set of recently issued (printed within the last year) official transcripts from EACH college or university attended sent to Graduate Admissions. Transcripts should only be requested to be sent AFTER the CSU application has been submitted online. Transcripts requested should include all extension, correspondence, summer session, study abroad, or evening courses.

A transcript will be considered official and accepted to meet the regulations governing admission only if forwarded directly by the institution attended or sent to the student in a sealed and signed 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.

Timely filing of official transcripts is essential. Failure to furnish such records will delay or preclude consideration for admission to post-baccalaureate and graduate study at the university.

Students pending graduation must submit an official final transcript verifying the completion of an undergraduate degree prior to enrollment, within the first semester of attendance. Students who fail to submit their final degree transcript will not be eligible to register the following semester. Students who are restricted from registering will be required to reapply for admission. Foreign and domestic students from foreign universities whose undergraduate degrees have not been verified on an official transcript may submit an official letter of completion from the foreign university.

Determination of Residency for Tuition Purposes

University requirements for establishing residency for tuition purposes are independent from requirements for establishing residency for other purposes, such as for tax purposes, or other state or institutional residency. These regulations were promulgated not to determine whether a student is a resident or nonresident of California, but rather to determine whether a student should pay university fees at the in-state or out-of-state rate. A resident for tuition purposes is someone who meets the requirements set forth in the Uniform Student Residency Requirements. These laws governing residency for tuition purposes at the California State University are *California Education Code* sections 68000-68086, 68120-68133, and 89705-89707.5, and *California Code of Regulations*, Title 5, Subchapter 5, Article 4, sections 41900-41915. This material can be viewed by accessing the CSU website at <http://www.calstate.edu/residency>.

The Office of Admissions is responsible for determining the residency status of all applicants for admission based on the Application for Admission, CSU Residence Questionnaire, and, as

necessary, other information the student furnishes. A student who fails to provide sufficient information to establish resident status will be classified as a nonresident.

Generally, establishing California residency for tuition purposes requires a combination of physical presence and intent to remain indefinitely in the State of California. An adult who, at least 366 days prior to the residency determination date for the term in which resident status is sought, can demonstrate that both physical presence in the state combined with evidence of intent to remain in California indefinitely, may establish California residency for tuition purposes. A student under the age of 19 by the residency determination date derives residency from the parent(s) with whom he/she resides or most recently resided.

Evidence demonstrating intent to remain in the State of California indefinitely may vary from case to case but will include, and is not necessarily limited to, the absence of residential ties to any other state, California voter registration and history of actually voting in California elections, maintaining California vehicle registration and driver's license, maintaining active California bank accounts, filing California income tax returns and listing a California address on federal tax returns, owning residential property or occupying or renting a residence 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.

A nonresident student seeking reclassification is required to complete the CSU Residence Questionnaire that includes questions concerning his/her financial independence. Financial independence is required, in addition to physical presence and intent to remain in California indefinitely, for reclassification. Financial independence is established if in the calendar year the reclassification application is made—and in any of the three calendar years preceding the reclassification application—the student:

- Has not and will not be claimed as an exemption for state and federal tax purposes by his/her parent(s);
- Has not and will not receive more than \$750 per year in financial assistance from his/her parent(s); **and**
- Has not lived and will not live longer than six (6) weeks in the home of his/her parent(s).

A nonresident student who has been appointed as a graduate student teaching assistant, a graduate student research assistant, or a graduate student teaching associate on any CSU campus and is employed on a 0.49 or more time basis is exempt from the financial independence requirement.

Non-citizens establish residency in the same manner as citizens, unless precluded by the Immigration and Nationality Act from establishing domicile in the United States.

Exceptions to the general residency requirements are contained in *California Education Code* sections 68070-68086 and *California Code of Regulations*, Title 5, Subchapter 5, Article 4, sections 41906-41906.6, 41910. Whether an exception applies to a particular student can only be determined after the submission of an application for admission and, as necessary, additional supporting documentation. Because neither the campus nor the Chancellor's Office staff may give legal advice, applicants are strongly urged to review the material for themselves and consult with a legal adviser.

Residency determination dates are set each term.

Semester Term Campuses

Fall: September 20

Spring: January 25

Summer: June 1

CalState TEACH operates on a trimester system. The residency determination dates for CalState TEACH are as follows:

Fall: September 20

Spring: January 5

Summer: June 1

A student classified as a nonresident may appeal a final campus decision within 30 days of notification by the campus. Information on the appeal process may be found at <http://www.calstate.edu/sas/residency/appeals.shtml>. A campus residency classification

appeal must be submitted via the InfoReady online Residence Appeal Form to the CSU Chancellor's Office at: <https://calstate.infoready4.com/#competitionDetail/1760156>:

Appeals via e-mail, fax, and U.S. mail will not be accepted. A student with a documented disability that prohibits the student from submitting an appeal through the InfoReady site should contact CSU Student Academic Services:

California State University

Attn: Student Academic Services

401 Golden Shore, 6th Floor

Long Beach, CA 90802-4210

E-mail: residencyappeals@calstate.edu

The Chancellor's Office will either decide the appeal or send the matter back to the campus for further review. A student incorrectly classified as a resident or incorrectly granted an exception from nonresident tuition is subject to reclassification as a nonresident or withdrawal of the exception and subject to and payment of nonresident tuition in arrears. If incorrect classification results from false or concealed facts, the student may also be subject to discipline pursuant to Section 41301 of Title 5 of the *California Code of Regulations*. A student previously classified as a resident or previously granted an exception is required to immediately notify the Admissions Office if the student has reason to believe that the student no longer qualifies as a resident or no longer meets the criteria for an exception.

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

International (Foreign) Student Admission Requirements

San Diego State University offers opportunities for undergraduate and graduate study to international students whose academic preparation meets the standards for admission. International applicants include those who hold U.S. temporary visas as students, exchange visitors, or in other non-immigrant classifications. SDSU uses separate requirements in the admission of international students. Verification of English proficiency (see section on English Language Requirement for undergraduate applicants), financial resources, and academic performance are each important considerations for admission.

International applicants for any type of graduate or post-baccalaureate status (advanced degree applicants and those seeking credentials or advanced certificates) must file an electronic CSU Graduate Admission Application available at <http://www.calstate.edu/apply> within the appropriate filing period.

Applicants for any type of graduate or post-baccalaureate study at San Diego State University must: **(a)** hold an acceptable baccalaureate degree from an accredited institution or one approved by a department and/or ministry of education in the host country; or have completed equivalent academic preparation as determined by the graduate dean; **(b)** have attained a cumulative grade point average of at least 3.0; **(c)** have been in good standing at all universities attended; and **(d)** have satisfactory scores on all sections of the GRE or GMAT and TOEFL/IELTS/PTE Academic if required. Applicants who do not qualify for admission under provisions **(a)** and **(b)** may be admitted by special action if the graduate dean determines that there is other academic or professional evidence sufficient to warrant such action.

Applicants who hold completed three-year degrees from a foreign university can be admitted to graduate programs with department approval if they meet the following conditions:

1. The degree is from an accredited institution or one approved by the Ministry of Education in the host country.
2. The degree is verifiable from the student's official transcript;
3. The San Diego State University graduate adviser or department chair makes a strong written recommendation for admission supporting why this student is important to their program and verifying the student has fulfilled preparation for the degree coursework.

All students in this category will be admitted as conditionally classified students with appropriate conditions for being granted

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classified standing and a deadline by which the conditions must be met that is no later than two semesters after entry to the program. Applicants with three-year degrees in progress at the time of application are not eligible for graduate consideration.

Insurance Requirement: As a condition of receiving an I-20 or DS2019 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 National Association of Foreign Student Advisers (NAFSA). The campus president or designee shall determine which insurance policies meet these criteria. Further information may be obtained from the International Student Center or go to <http://www.sdsu.edu/international>.

American Language Institute: If English instruction is needed prior to admission to SDSU, students may enroll in the American Language Institute (ALI). The ALI offers academic preparation in English language reading, writing, and listening skills necessary for university success.

Housing and Scholarship: Arrangements for housing should be completed well in advance of the student's arrival to campus. Detailed information regarding housing may be obtained from the Office of Housing Administration website at <http://www.sdsu.edu/housing>. Scholarship aid for entering foreign students is limited. All admitted foreign students will be required to provide evidence of funding for a minimum of one academic year.

Upon arrival at SDSU, the student should contact the International Student Center.

Limitation of Enrollment

Admission to the university is limited to the number of students for whom an adequate education can be provided by the staff and facilities available. San Diego State University may limit graduate enrollment on the basis of field and aptitude of the applicant.

Members of the faculty of San Diego State University holding appointments at or above rank of instructor or lecturer may not be candidates for degrees on this campus. Faculty may register for courses in accordance with Division of Graduate Affairs policies.

Registration

San Diego State University students register online through the SDSU WebPortal at <http://www.sdsu.edu/portal>. On campus and telephone registration are not available. The *Class Schedule* is available at <http://www.sdsu.edu/schedule> and contains specific information on registration, 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.

Schedule Adjustment

The schedule adjustment period begins when a student first registers on their assigned day and time and runs through the schedule adjustment deadline which is the 10th day of classes at 7:59 p.m. During this period, students are responsible for checking their schedules regularly and for taking the necessary actions to add, drop, or change grading options before the schedule adjustment deadline. Students who do not attend a class and who do not ensure that the course is officially dropped in the SDSU WebPortal at <http://www.sdsu.edu/portal>, will receive a failing grade. Schedule adjustments are accepted until 7:59 p.m. on the following dates:

Fall 2019 Semester: September 9, 2019

Spring 2020 Semester: February 4, 2020

Students are not permitted to drop or add a class after the stated deadlines, except in cases such as accident or serious illness where the cause of dropping the class is due to circumstances clearly beyond the student's control and the assignment of an Incomplete is not applicable. All such request must be accompanied by appropriate verification. Ordinarily, withdrawals in this category will involve total withdrawal from the university, except that credit or an Incomplete, may be assigned for courses in which sufficient work has been completed to permit an evaluation to be made. Requests to withdraw under such circumstances

must be signed by each instructor who indicates the student's grade status in the class and approved by the dean (or designee) of the college of the student's major.

Instructor Initiated Drop. Students who do not attend the first class session of a course may be dropped from that course by the instructor within the first eight class days of the semester. Students who do not meet the prerequisite requirements can also be dropped within the first eight class days of the semester. Any student dropped by the instructor during this period will be notified of the action by e-mail. Not all instructors will drop students who miss the first class session or for lack of prerequisites. Students are responsible for all classes on their schedules and should check their schedules regularly to ensure accuracy. 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>.

Wait List. Students are able to wait list a class when it has reached capacity. The wait list option is effective when registration begins for each semester. Students will be ranked on the wait list based on specific conditions and first-come, first-serve basis. Students must manage their wait list and ranking throughout the registration period. If a spot becomes available, students will be automatically enrolled to a class on their wait list. An e-mail will be sent to students to confirm enrollment in the wait list class. 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>. If you decide that you no longer want that class you have wait listed, you are responsible for removing the class from your wait list.

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. Undergraduate students 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.

Concurrent Master's Degree Credit

The bachelor's degree must be earned at the end of the semester or term in which the concurrent credit is earned. Concurrent advanced degree credit must be earned during the final semester of the undergraduate degree. Concurrent credit will not be granted retroactively.

Senior undergraduate students requesting to take concurrent master's degree credit must petition the Graduate Dean and meet the following criteria:

1. A senior who has met all of the required freshman competency requirements in writing and mathematics (EPT and ELM) or is currently registered in competency coursework;
2. Have a minimum grade point average of at least a 3.0 in the last 60 semester units attempted;
3. Student is within 12 units of completing requirements for the bachelor's degree;
4. Attempts no more than a maximum of 15 units. The maximum number of units that may be earned as concurrent master's degree credit is determined by the difference between the number of units remaining for the bachelor's degree and 15;
5. Courses taken for concurrent advanced degree credit must be approved by the department. Courses are to be at the 500- numbered and certain 600- and 700-numbered courses;
6. Petitions may be obtained from the Division of Graduate Affairs and must be submitted to the Office of Advising and Evaluations by the end of the third week of classes of the semester or term in which the concurrent credit is earned;
7. The student must have on file a current application for graduation with the bachelor's degree.

Concurrent Post-Baccalaureate Credit

Applicable to the "Fifth Year" Credential Requirement only

Concurrent post-baccalaureate credit may be earned during the final semester or summer term by seniors admitted to the College of Education who meet all of the following qualifications:

1. Have a minimum grade point average of 2.85 on the last 60 units attempted;
2. Complete coursework in excess of graduation requirements during the semester (or summer term) when graduation occurs;
3. Attempt no more than 21 units during the final undergraduate semester;
4. Request no more than a maximum of 12 units of 300-, 400-, 500-, or 900-numbered courses for post-baccalaureate credit;
5. Submit a petition before the end of the first week of classes of the final undergraduate semester (or term) when graduation occurs;
6. Petition the assistant dean of the College of Education;
7. Graduate at the end of the semester (or summer term) the petition is made.

Extension courses are not acceptable for concurrent post-baccalaureate credit. Concurrent post-baccalaureate credit will not be granted retroactively.

Petition forms are available in the Office of the Registrar, Student Services West, Room 1641.

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, residency questionnaire, and financial aid forms. Further, applicants must, **when requested**, submit authentic and recently issued (printed within the last year) 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 may result in denial of admission, cancellation of registration or 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.

Use of Social Security Number

Applicants are required to include their correct social security number 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 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 (IRS) 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.

CSU Immunization Requirements

Entering CSU students are required to present proof of the following immunizations to the CSU campus they will be attending before the beginning of their first term of enrollment.

Measles and Rubella. All new and readmitted students must provide proof of full immunization against measles and rubella prior to enrollment.

Hepatitis B. All new students who will be 18 years of age or younger at the start of their first term at a CSU campus must provide proof of full immunization against Hepatitis B before enrolling. Full immunization against Hepatitis B consists of three timed doses of vaccine over a minimum 4 to 6 months period. If you need further details or have special circumstances, please consult Student Health Services at 619-594-5281 or visit <http://shs.sdsu.edu>.

Meningococcal Disease Information. Each incoming freshman who will be residing in on-campus housing will be required to return a form indicating that they have received information about meningococcal disease and the availability of the vaccine to prevent contracting the disease and indicating whether or not the student has chosen to receive the vaccination.

The above are not admission requirements, but are required of students as conditions of enrollment in CSU.

For more information about the immunization requirements at SDSU, refer to <http://www.shs.sdsu.edu/immunizations.asp>.