

Special Programs and Services

Academic Computing

SDSU provides access to a large number of software packages including large research-oriented databases, Microsoft Office Suite (word processing, spreadsheets, presentations), programming languages, relational databases, and statistical software. E-mail accounts are provided to students and server accounts are available for those who want to create websites.

The university has more than 2,000 desktop computers located in 80 departmental/college computer laboratories. The largest laboratories, which are open to all students, are the Student Computing Hub located in Love Library, Room 200 (PCs, Macs, and printing) and the College of Arts and Letters Laboratory, located in Professional Studies and Fine Arts, Room 136 (PCs and printing). Outside of the laboratories, students may connect to the wireless network which covers the entire campus. Many SDSU instructors use the Blackboard learning management system to communicate with students, post grades, distribute materials, and facilitate learning activities beyond the classroom. Student accounts in Blackboard are automatically created upon enrollment and use the SDSUid to login. Access to courses in Blackboard occurs when instructors make their courses available to students. The Blackboard website is <http://blackboard.sdsu.edu>.

Alumni Association

The SDSU Alumni Association is dedicated to connecting SDSU alumni to the university and each other. Membership in the San Diego State University Alumni Association is open to those individuals who have an abiding interest in and commitment to the growth and future of SDSU and the community it serves.

The Alumni Association is a dynamic, exciting organization whose purpose is to serve and support the university and its graduates. It offers a number of programs and services designed to meet the variety of needs and interests of its alumni, including library privileges, reduced admission to many cultural activities and sporting events, discounts on purchases at the Aztec Store, access to SDSU's Career Services for a nominal fee, and a subscription to SDSU Magazine, a monthly electronic newsletter, and Aztec update: publications for alumni and friends of the university.

In addition, the Alumni Association sponsors an annual awards event honoring alumni of the university, provides scholarships for students, organizes Homecoming, provides input regarding university programs and policies, and provides excellent networking opportunities through a myriad of events.

For further information call the Alumni Office at 619-594-2586 or visit <http://www.sdsualumni.org>.

Associated Students of San Diego State University

Associated Students (A.S.) is a student-directed auxiliary of SDSU and is one of the largest student governance organizations in the CSU system. The auxiliary operates eight facilities, in addition to offering a multitude of programs and services that serve students, faculty, staff, and the SDSU community. Associated Students can be reached by calling 619-594-6555 or visiting <http://www.as.sdsu.edu>.

Student Government. There are many leadership opportunities through the Associated Students. Government Affairs is the representative voice for all SDSU students. Student government leaders ensure that the interests of SDSU students are heard, served, and met. The A.S. student leaders also serve as the board of directors for the A.S. Students who want to get involved are encouraged to visit the A.S. office in person or online to learn about available opportunities. For more information, call 619-594-6555 or visit <http://www.as.sdsu.edu/govt>. The A.S. office is located on the third floor of the Conrad Prebys Aztec Student Union.

Conrad Prebys Aztec Student Union. The Conrad Prebys Aztec Student Union is the first LEED (Leadership in Energy and Environmental Design) Double Platinum certified student union in the CSU and features numerous sustainable "green" building elements. The student union provides a vibrant and welcoming space for students through a variety of programs and services. Amenities include ARC Express (fitness center), Aztec Lanes (bowling and games center), the Backdoor Media Studio, Cal Coast Credit Union, Center for Intercultural Relations, dining options, free events for SDSU students, information center, Jeffrey W. Glazer Center for Leadership and Service, meeting spaces, student lounge, Student Organization Center, a 300-seat theatre, 11,500-square-foot multipurpose Montezuma Hall, and plenty of indoor and outdoor seating. To learn more about the Conrad Prebys Aztec Student Union or to get involved with the Aztec Student Union Board (ASUB), visit <http://aztecstudentunion.com>. To inquire about meeting space, call Union Programs and Services at 619-594-5278 or e-mail asmtdgsvs@sdsu.edu. For general information, call 619-594-6551

SDSU Children's Center. The SDSU Children's Center, a quality service of Associated Students, provides an educational childcare program for children between six months and pre-kindergarten to five years of age. Priority for enrollment starts with SDSU students, followed by children and grandchildren of faculty and staff, and then children of SDSU alumni and the larger community as space is available. The center serves as the laboratory school for the Department of Child and Family Development in the College of Education. In addition, the center collaborates with campus departments to support academic research, observational learning and opportunities to link academic coursework with hands-on learning by working directly with children and families at the center. For more information call 619-594-7941, e-mail ccc_info@sdsu.edu, or visit <https://childcare.sdsu.edu>.

Cal Coast Credit Union Open Air Theatre. Located amidst the original landscaping of San Diego State University, this historic venue is ideal for watching your favorite musical group while sitting under the stars. Built in 1934, this 4,800-seat amphitheatre has played host to sold out concerts, lectures, symphonic performances, and university events. Generations of guests have enjoyed this theatre's natural acoustics which complement the sound of all music genres. For event information, call 619-594-0234 or visit <http://calcoastopenairtheatre.com>.

Viejas Arena. Home to SDSU men's and women's basketball, Viejas Arena is San Diego's premier venue for everything from concerts to sporting events, family shows, conventions, conferences, and corporate and university events. This state-of-the-art, 12,000-seat facility is complete with award-winning acoustics and a distinctive outdoor concourse area. Viejas Arena features a full-service ticket office and TicketMaster location for events throughout California. Viejas Arena is adjacent to the Aztec Recreation Center in the heart of the SDSU campus with nearby parking. Call 619-594-0234 or visit https://as.sdsu.edu/viejas_arena/ for more information.

Aztec Recreation. Aztec Recreation, a department of Associated Students, provides high quality programs, services and facilities that inspire active, healthy living and enhance the SDSU experience. Aztec Recreation manages seven on-campus facilities: Aztec Recreation Center (ARC), ARC Express, Aztec Aquaplex, ENS 700 Field, SDSU Recreation Field, tennis, and racquetball as well as the Mission Bay Aquatic Center (MBAC), an off campus water sports facility. Aztec Recreation membership provides access to a wide range of services and facilities, including the ARC, ARC Express, Aztec Aquaplex, Aztec Lanes bowling, group fitness classes, intramural sports programs, indoor climbing, racquetball, and tennis (<https://arc.sdsu.edu>).

Aztec Recreation Center (ARC). The ARC is a fitness and recreation facility with a climbing wall, gymnasiums for basketball and volleyball, as well as spaces for cardio, group exercise, and weight training (<https://arc.sdsu.edu/arc/>).

Aztec Adventures. Aztec Adventures offers leadership development, education and adventure experiences through outings, team building, ENS credit classes, and climbing programs (<https://aztecadventures.sdsu.edu/>).

Aztec Aquaplex. The Aquaplex is an outdoor aquatics and tennis facility located on the west side of campus with two large pools, a spa and 12 tennis courts. The facility is available for open recreational play and is home to numerous Sport Club and Aztec Athletics teams (<https://arc.sdsu.edu/aquaplex/>).

ARC Express. The ARC Express is a 6,000-square-foot fitness center located on the third floor of the Conrad Prebys Aztec Student Union (<https://arc.sdsu.edu/arcexpress/>).

Aztec Lanes. Aztec Lanes is the SDSU bowling and games center located on the first floor of the Conrad Prebys Aztec Student Union. Featuring 12 bowling lanes, the facility also offers participants a lounge with billiards, table tennis and big-screen TVs (<https://arc.sdsu.edu/azteclanes/>).

ENS Credit Classes. Aztec Recreation partners with the SDSU Department of Exercise and Nutritional Sciences to provide one unit courses that promote lifelong fitness, wellness and recreational pursuits. Classes are available in dance, fitness, martial arts, mind/body, outdoor skills, sports, and water sports (<https://arc.sdsu.edu/creditclasses/>).

Group Fitness. Group fitness classes are drop-in classes led by motivating instructors who engage participants in effective, fun, and safe fitness training in cardio, dance, mind/body, and strength-based formats (<https://arc.sdsu.edu/groupfitness/>).

Intramural Sports. Intramural sports has opportunities to compete in a variety of team and individual sports through league, tournament and special event formats throughout the year (<https://arc.sdsu.edu/intramurals/>).

Mission Bay Aquatic Center (MBAC). The world-renowned Mission Bay Aquatic Center is Aztec Recreation's beachside instructional facility offering rentals, special events, and water sports classes. Every semester, hundreds of students earn university credit while learning to kayak, row, sail, stand up paddle, surf, wakeboard, wakesurf, or windsurf (<http://www.mbaquaticcenter.com>).

Recreational and ENS Fields. The Recreational and ENS fields feature state-of-the-art turf and lighting systems. The fields host recreational sports activities including daily open recreational play as well as credit classes, fitness, intramural sports and sport club games and practices (<https://arc.sdsu.edu/>).

Recreational Sports. Recreational sports offers an Olympic lifting facility, racquetball courts, and a small mat room for martial arts classes.

Sport Clubs. The SDSU Sport Club program consists of 20 diverse and competitive collegiate teams with over 750 athletes. Sport Club teams represent SDSU in intercollegiate competitions at regional, state, and national levels and recruit both new and experienced student athletes (<https://arc.sdsu.edu/sportclubs/>).

Athletics

San Diego State University sponsors a broad array of varsity intercollegiate athletics for women and men. SDSU's commitment to gender equity in athletics includes 13 sports for women (basketball, cross country, golf, lacrosse, rowing, soccer, softball, swimming, tennis, indoor/outdoor track and field, volleyball, and water polo) and six for men (baseball, basketball, football, golf, soccer, and tennis). As a National Collegiate Athletic Association (NCAA) Division I program, Aztec athletic teams compete at the highest level of intercollegiate competition. All of the teams except lacrosse, men's soccer, rowing, and water polo compete in the 11-member Mountain West Conference. Lacrosse is a member

of the Mountain Pacific Sports Federation (MPSF); men's soccer is a member of the Pac12 Conference; rowing is a member of the American Athletic Conference; and water polo is a member of the Golden Coast Conference.

Athletics serves a number of important roles on campus and within the larger San Diego community. In addition to encouraging student athletes to expand their competitive capabilities to the fullest, San Diego State teams provide a catalyst which helps generate pride and a shared esprit de corps among students, faculty, staff, and alumni. This also helps link these groups from generation to generation. Similarly, with nearly a 100,000 alumni and former students and tens of thousands of supporters in the county with no other direct connection to the university, Aztec teams frequently carry the aspirations of San Diego in the forum of NCAA Division I Athletics. On-campus athletic events attract both students and members of the community to campus and this reinforces many mutually beneficial town-gown relationships. For more information please call 619-594-3019 or visit <http://www.goaztecs.com>.

Student Athlete Support Services

Aztec Athletics Center, Room 3029
619-594-3395

Involvement with intercollegiate athletics on campus presents many challenges for students. This office provides guidance and assistance for these student-athletes in the areas of admission, registration, new student orientation, counseling, study hall, mentoring, tutoring, and academic advising. The office also serves as a liaison between faculty and the Athletic Department. This individualized program is designed to create an academic support network to ensure all student-athletes comply with university requirements while working toward completion of a degree.

Audiology Clinic and Speech-Language Clinic

Administered by the School of Speech, Language, and Hearing Sciences, the clinics provide assessment and remediation services for SDSU students, staff, faculty, and the community. In addition, the clinics offer opportunities for research, consultation, supervised field internships, continuing education, and other service activities.

In the Speech-Language clinic, comprehensive diagnostic and treatment programs are available for children and adults in the areas of aphasia, cerebral palsy, cleft palate, delayed speech/language development, fluency or articulation disorders, hearing loss, loss of communication function, and voice. Services are also provided for bilingual/multicultural clients and speakers of English as a second language.

The Assistive Device Assessment Program provides language, cognitive, and technical assessments related to augmentative/assistive devices and systems for individuals who have communication disabilities.

In the Audiology Clinic, audiologic services for children and adults include hearing assessment, hearing aid evaluation and selection, assistive listening device evaluations, earmolds, hearing protection devices, hearing conservation services, and aural rehabilitation therapy.

The clinics are located at 5245 Campanile Drive, San Diego, CA 92182-1518 and can be reached at 619-594-7747.

Aztec Shops, Ltd.

(Campus Stores, Dining)
<http://www.aztecshops.com>

Aztec Shops, Ltd., founded in 1931, is a not-for-profit corporation that functions primarily as an auxiliary of San Diego State University. The corporation provides a diverse portfolio of commercial services including operation of the bookstore and dining on campus. Aztec Shops also operates selected other enterprises at San Diego State University. The corporation employs close to 150 full-time professionals and up to 825 part-time employees – mainly students – during the busiest times.

Campus Stores

The Aztec Store. Aztec Shops operates the bookstore at the SDSU branch campus in Calexico, CA.

Montezuma Publishing. As part of its commitment to providing course materials for SDSU and other colleges and universities, Montezuma Publishing prepares customized course materials and readers, securing copyright permissions when necessary, in printed or digital formats.

SDSU Bookstore. The flagship of Aztec Shops' retail operations, the SDSU Bookstore is one of the largest campus bookstores in the country as measured by sales. The 25,000 square-foot-facility – located in the heart of campus – carries required and optional textbooks used in courses taught at SDSU. Textbooks are available to purchase or rent and many titles are available digitally. The bookstore's aztecnology department offers academic discounts on Apple and PC products. Aztecnology offers a wide array of services including hardware financing, a hardware trade-in program, and a free gaming center.

The SDSU Bookstore features an extensive selection of SDSU-licensed clothing and gifts, greeting cards, fiction and non-fiction books, gifts for the home, clothing in the latest trends, school supplies, and is the official stop for regalia needs. For more information, call 619-594-7525 or visit <http://www.shopaztecs.com>.

Dining Services

SDSU Dining. SDSU Dining has been providing quality food service for the SDSU campus since 1959. Dining proudly features over 48 restaurants and food service outlets on campus, including Faculty-Staff Club, Farmers' Market, Garden at Cuicacalli Suites, Juice It Up, Salad Bistro, SoCal Chicken, University Towers Kitchen (UTK), Vinnie's, eight Aztec Market convenience stores, and three Starbucks locations campuswide. For more information on SDSU Dining, call 619-594-7640 or visit <http://www.eatatsdsu.com>.

Concessions. Aztec Shops operates the concession stands at Aztrack, Cal Coast Credit Union Open Air Theatre, Peterson Gymnasium, Tony Gwynn Stadium, and Viejas Arena.

SDSU Catering. SDSU Catering is the recognized caterer for all events on the SDSU campus.

Other Operations

Other Aztec Shops operations include:

Conference Services. Aztec Shops manages Conference Services, which offers athletics facilities, food and beverage, housing, and meeting spaces to groups interested in hosting their athletic camps, conferences, events, or meetings at SDSU for groups of all sizes and age ranges.

University Towers. In November 2000, Aztec Shops purchased the well-known El Conquistador residence hall near the SDSU campus. Renamed University Towers, the facility is home to more than 500 students during the academic year.

California State University Program for Education and Research in Biotechnology (CSUPERB)

Susan Baxter, Executive Director

Created in 1987 as a systemwide program, the California State University Program for Education and Research in Biotechnology (CSUPERB) funds student scholarships, partners with the life science industry, and supports collaborative CSU student and faculty bio-entrepreneurship projects and research. CSUPERB also organizes the annual CSU Biotechnology Symposium and hosts the NSF-funded CSU I-Corps entrepreneurship education program, where students can meet and talk with alumni and professionals working in the biotechnology industry.

The CSUPERB program office is hosted at San Diego State University but serves and supports faculty and students at all 23 CSU campuses. The program involves more than 700 students and faculty from agriculture, business and computer science departments, clinical sciences, engineering, life sciences, mathematics, and physical sciences annually.

CSUPERB knows that successful biotechnology students have opportunities to integrate coursework, hands-on practice, and participation in interdisciplinary entrepreneurship or team-based research projects. CSUPERB's competitive award, scholarship, and seed grant programs include Crellin Pauling Student Teaching Awards, CSU I-Corps program, Don Eden Graduate Student Research Award, Glenn Nagel Undergraduate Research Award, Howell-CSUPERB Research Scholars Awards, Presidents Commission Scholar Awards, Research Development Grants, and student travel grant programs. In total, CSUPERB programs award over \$800,000 to CSU faculty and students annually.

Visit the program websites at <http://www.calstate.edu/csuperb> and <http://www.csuperb.org/csucorps> for more information.

Instructional Technology Services

Located on the first floor of Adams Humanities, Instructional Technology Services (ITS) provides support and leadership to the university in the effective uses of technologies for enhancing learning, facilitating research, and supporting strategic initiatives. ITS fulfills its mission by fostering collaboration and innovation with faculty and university stakeholders in the design, development, and effective use of learning environments and educational media.

ITS supports the following resources and training, available to all faculty, year-round:

- Academic integrity software, technologies, and assessment strategies (e.g., Respondus LockDown Browser, Turnitin, ParScore scanners);
- Academic Media Services (e.g., instruction-based video production, photography, graphic design);
- Blackboard Learning Management System support;
- Course capture technologies (classroom-based, online, and/or mobile);
- Instructional Design (individual consultation, small group, or workshop settings);
- Instructional equipment loans (e.g., laptops, video/data projectors, 360 degree cameras, Google Cardboard, and VR headsets);
- Student response system hardware, strategies, and training (e.g., iClicker, Reef);
- Universal Design for Learning (UDL) accessibility consultation, software, and support;
- Virtual, immersive, and augmented reality training and technologies;
- Web-based conference system support for virtual instruction, office hours, and meetings.

ITS supports the Faculty Instructional Facility (FIT) Center, located in Adams Humanities, Room 1109. The FIT Center provides an informal environment for faculty consultations, collaboration, and development of instructional, professional, and research materials. There are five ITS Learning Research Studios, each offering different functionality and educational technology support.

The Learning Glass Studio, located in Student Services West, Room 2667, allows instructors to write lecture notes while maintaining face-to-face contact with students; the images are flipped so students can view notes as they are written, through a monitor.

The Virtual Immersive Teaching and Learning (ViTaL) Space, located in Adams Humanities, Room 1120, offers a variety of augmented and virtual reality tools in a flexible learning environment. Promoting experimentation with curriculum design and the scholarship of teaching and learning, ViTaL serves as an incubator to enable experiences that would be impossible or out of reach in a traditional learning environment.

Multi-Display Studios, located in Adams Humanities, Room 1112, Education and Business Administration, Room 410, and Student Services West, Room 2649, offer 8 to 10 video displays for faculty to share overhead camera feeds and/or web-based

content from the SMART Board or computer. Similarly, students can plug in from each of the learning hubs throughout the rooms to broadcast their content at the local hub or to the entire classroom.

For more information about ITS services and support, call 619-594-4357 (4-HELP) or go to <http://its.sdsu.edu>.

Instructional Services on the Calxico campus can be accessed by calling 760-768-5545 or going to East Faculty, Room 124C. On the Brawley campus, faculty members need to check with the coordinator who can be reached by calling 760-768-5787 or by going to the Administrative Office, Room 122.

Smart Classrooms

For instruction using technologies, smart classrooms provide user-friendly, technology-rich equipment, and presentation systems. Each classroom system includes a fixed podium, enabling faculty to instruct using the following:

- DVD or Blu-ray disc players;
- Mac and/or Windows computers;
- Laptop or tablet computers;
- Visual presenters/document cameras for projection of print and three-dimensional materials.

Projection is achieved via LCD video/data projector or large-screen, high-definition televisions. In larger lecture halls, a public address system with wireless microphone unit and assistive listening device are included.

Today, approximately 98 percent of the teaching spaces on campus are considered smart classrooms. Requests for smart classrooms should be made through your department or school administrative coordinator.

Office of International Programs

The Office of International Programs has responsibility for coordinating and facilitating the development of the diverse international programs and activities of the university. The Office of International Programs is the primary contact for international programs and represents the university on international matters to external agencies and institutions. The office coordinates all international faculty and student programs and serves as an information clearinghouse regarding international projects, funding opportunities, and academic programs and services that have an international component.

International Faculty Exchanges

In order to enhance the international character of instruction and research and to support efforts to become a global university, SDSU has a continuing program of faculty exchanges with partner universities worldwide. Over 150 international scholars visit the San Diego State University campus each year to pursue scholarly research, participate in academic or professional programs, and share their international perspectives with the university community.

Parking and Transportation

When possible, carpooling or use of alternate modes of transportation is recommended for the commute to campus.

Metropolitan Transit System's Green Line trolley and seven bus routes (11, 14, 115, 215, 856, 936, 955) conveniently connect the San Diego metropolitan area with service to the San Diego State University Trolley Station and Transit Center. Monthly and semester student trolley and bus passes can be purchased at the Viejas Arena Ticket Office.

Further information concerning Metropolitan Transit trolley and bus routes, fares, and services can be found at <https://www.sdmts.com>. SDSU partners with Zipcar and Zimride for car sharing and carpool services in addition to the city's iCommute and Waze Carpool programs. For more information, visit <http://www.zipcar.com/universities/san-diego-state-university>, <http://www.zimride.com/sdsu>, <http://www.icommutesd.com>, and <http://waze.com/carpool>.

On-campus parking is by payment only and overnight parking requires a day/night use payment. Purchase of parking does not guarantee parking. Parking is limited and available on a first come, first serve basis and is located on the perimeter of the campus. Major events at Viejas Arena may require parking location adjustment.

Visitors are directed to the Parking Information Booth at the College Avenue entrance to the campus for directions to several available pay parking lots. Look for PayByPhone signage at select locations to use this phone app in lieu of a pay station. Permits may be purchased ahead of time at <https://aztecs.t2hosted.com>, with the ability to print the permit prior to your arrival. For further information on parking at the San Diego campus, contact Parking and Transportation Services, 619-594-6671. For visitor parking at the SDSU Imperial Valley, call 760-768-5500.

San Diego State University Research Foundation

Incorporated in 1943, San Diego State University Research Foundation is an auxiliary organization authorized by the Education Code of the State of California. It is a nonprofit corporation chartered to augment the educational, research, and community services objectives of the university. SDSU Research Foundation serves the university in the following major areas:

- Assisting faculty and staff in developing and administering federal, state, and privately funded projects.
- Seeking funding sources, offering grant-related workshops, assisting with proposal development and submission, and interpreting agency guidelines and policies.
- Developing project budgets, obtaining university approvals, and negotiating sponsored grant and contract awards.
- Assisting with staff recruitment, and purchasing support for funded projects.
- Providing technology transfer services, protecting intellectual property, commercializing technology developed at the university, and assisting spin-out companies based on SDSU inventions.
- Identifying, acquiring, and managing real property in support of sponsored programs not housed in university facilities.
- Accounting and financial reporting support for research and project funds, scholarships, institutes, and The Campanile Foundation.

SDSU Research Foundation is located in the Gateway Center at 5250 Campanile Drive. More information is available at <http://www.foundation.sdsu.edu> or by calling 619-594-1900.

San Diego State University Press

As an independent scholarly press housed in San Diego State University's College of Arts and Letters, San Diego State University Press publishes works of original research, as well as other dynamic academic and creative works that further the intellectual mission of the university. Founded in the late 1950s, San Diego State University Press is the oldest university press in the California State University system. Today, SDSU Press is guided by an internal editorial board made up of seven scholars drawn from faculty within SDSU's College of Arts and Letters and an external editorial board of eight scholars from leading universities across the country. San Diego State University Press's various publication programs and imprints include: *Amatl Comix*, *Baja California Literature in Translation*, *Binational Press/Editorial binacional*, *Code[x] Books*, *Hyperbole Books*, *The Institute for Regional Studies of the Californias*, *Psychoanalysis on the Couch*, and *SurText*. The current focus of the press is avant-garde aesthetics, art history, contemporary intellectual history, critical theory, cultural studies, ethnic studies, graphic narrative, Latin America and the United States-Mexico border, post-modernism, post-structuralism, and regional studies of the Pacific Rim and the Pacific Southwest. In addition to books, the press also has a journals division that oversees *pacificREVIEW: A West Coast Arts Review Annual* and *Poetry International*. San Diego State University Press policy is

controlled by its internal editorial board and its director, appointed by the SDSU senate. Financial accounting and coordination are provided by the San Diego State University Research Foundation.

San Diego State University Writing Center

The SDSU Writing Center promotes student success with writing across the university. The center works with undergraduate and graduate students from all disciplines to develop and extend knowledge and performance of academic literacies; through coaching from tutors who engage in conversation about writing and broaden understanding of audience, genre, language, and context. The center also works with faculty to promote success in writing instruction, support teaching of writing across the university, conduct research into writing, tutoring, and understanding of the teaching of writing on campus.

Student support is provided through the following:

- One-to-one sessions with tutors to discuss any type of academic writing;
- Workshops to familiarize students with different aspects of writing;
- Classroom visits to explain how students can best make use of the center;
- Reference materials about academic writing.

Faculty support is available through the following:

- Consultation regarding designing writing assignments to help students achieve course learning outcomes;
- Professional development workshops for faculty and graduate teaching assistants.

The center is open when classes are in session. Hours and dates of operation are available at <http://writingcenter.sdsu.edu>. Information about appointments, workshops, and other services can also be found at the website. The center is located in Love Library, Room 1103, and can be reached at 619-594-3543.

Military and Veterans Program

The Military and Veterans Program, located in the Joan and Art Barron Veterans Center (JABVC) in Student Services West, Room 1661, is the first veteran's resource center in the California State University system. The center operates as the primary and initial resource for most military-connected services at San Diego State University. Keeping to our motto of "serving those who served," the primary mission of the staff is to assist all military connected students – veteran, active duty, reserve, guard, and military spouses and children – with the following applicable federal and/or state Department of Veterans Affairs (VA) educational benefits:

- California Department of Veterans Affairs (CDVA) College Fee Waiver for Veterans' Dependents (Cal-Vet Fee Waiver);
- Chapter 30 (Montgomery GI Bill – Active Duty);
- Chapter 31 (Vocational Rehabilitation and Employment [VR&E]);
- Chapter 33 (Post-9/11 GI Bill);
- Chapter 35 (Dependents Educational Assistance);
- Chapter 1606 (Montgomery GI Bill – Selected Reserve);
- Marine Gunnery Sergeant John David Fry Scholarship.

Federal VA Education Benefits

In order to utilize federal VA education benefits (Chapters 30, 31, 33, 35, 1606, 1607, and Fry Scholarship), students must be matriculated at SDSU (admitted into a program of study), applied for admission to a program of study (some restrictions apply), or be a "guest student" from another institution of higher learning (courses from SDSU must be transferrable to the parent school). Additionally, students must ensure the following actions are taken in order to utilize federal VA education benefits:

Chapter 30

- Provide the JABVC with a signed **VA Form 22-1995** the first semester attending SDSU and/or if changing a major.
- Provide the JABVC with a **Student Responsibility Agreement** every semester after registering for classes. Without this agreement, the VA will not be notified that the student wishes to use benefits.

Chapter 31

- Ensure the VR&E counselor provides the JABVC with an up-to-date **VA Form 28-1905** indicating the program of study and any specific guidelines.
- Provide the JABVC with a **Student Responsibility Agreement every** semester after registering for classes. Without this agreement, the VA will not be notified that the student wishes to use benefits.
- Obtain the necessary documentation from the JABVC for books, parking pass, and other approved items after notification from the VA that the term has been certified.

Chapter 33

- Provide the JABVC with a copy of the **Certificate of Eligibility** in order to have tuition and fees **deferred**. Without this document, students may be required to pay tuition and fees before registering for classes.
- Provide the JABVC with a signed **VA Form 22-1995** the first semester attending SDSU and/or if changing a major.
- Provide the JABVC with a **Student Responsibility Agreement** every semester after registering for classes. Without this agreement, the VA will not be notified that the student wishes to use benefits.

Chapter 35 (Dependents Educational Assistance)

- Provide the JABVC with a signed **VA Form 22-5495** the first semester attending SDSU and/or if changing a major.
- Provide the JABVC with a **Student Responsibility Agreement** every semester after registering for classes. Without this agreement, the VA will not be notified that the student wishes to use benefits.
- Additionally, the **VA Claim Number** (with assigned suffix) must be indicated on the **Student Responsibility Agreement**.

Chapter 1606 (Montgomery GI Bill – Selected Reserve)

- Provide the JABVC with a signed **VA Form 22-1995** the first semester attending SDSU and/or if changing a major.
- Provide the JABVC with a **Student Responsibility Agreement** every semester after registering for classes. Without this agreement, the VA will not be notified that the student wishes to use benefits.

Marine Gunnery Sergeant John David Fry Scholarship

- Provide the JABVC with a copy of the **Certificate of Eligibility** in order to have tuition and fees **deferred**. Without this document, students may be required to pay tuition and fees before registering for classes.
- Provide the JABVC with a signed **VA Form 22-1995** the first semester attending SDSU and/or if changing a major.
- Provide the JABVC with a **Student Responsibility Agreement** every semester after registering for classes. Without this agreement, the VA will not be notified that the student wishes to use benefits.

Additionally, the following conditions to the usage of federal VA education benefits apply:

- All classes must be required for the degree objective and must not have previously been successfully completed. Refer to your degree evaluation, graduate program of study, graduate student worksheet, SDSU Academic Advising Center, and/or your department adviser to ensure all classes are applicable towards your degree objective. Deviations from the required classes must be approved by an individual authorized to make substitutions (i.e. department adviser, department chair, dean, etc.).

- Federal law requires any changes in enrollment status that may affect VA education benefits be reported. Any changes to your class schedule (i.e. adds/drops) may have an impact on your VA education benefits. If you change your schedule, notify the JABVC as soon as possible to avoid possible retroactive loss of benefits. Unauthorized withdrawal from courses may result in retroactive loss of benefits and a potential debt to the VA and/or university.
- Students placed on academic probation may continue to utilize VA education benefits for not more than two semesters. If the academic probation is carried into a third semester, the student will not be certified for VA benefits. Students that are on or facing academic probation should contact the JABVC for possible resources to improve their academic progress.
- If you change your major, you must provide the JABVC with a signed copy of *VA Form 22-1995 (VA Form 22-5495* for Ch. 35). If you add a second major or more than one minor, you will need to provide the JABVC with a copy of your degree evaluation from the Office of Advising and Evaluations. Request this early as it can take several weeks to a few months for it to be generated.
- If you are not rated at 100% under Chapter 33 (Post-9/11 GI Bill), your portion of tuition and fees must be paid by the schedule adjustment deadline each semester. If you pay tuition and fees that are covered by the GI Bill, your refund will be processed in accordance with SDSU policy and will be refunded after payment is received by the university from the VA.
- To avoid possible overpayment by the VA and additional unexpected costs to the student, all VA benefit users (especially Post 9/11 GI Bill [Ch. 33]) are encouraged to keep track of their remaining entitlement. This information is sent each semester to the student by the VA and can be obtained from <http://www.ebenefits.va.gov> or by calling 888-442-4551.
- The Post-9/11 GI Bill will pay in-state tuition (up to the percentage at which the student is rated), provide a book stipend of approximately \$42/unit (capped at \$1,000 per academic year), and provide a housing stipend based on the SDSU zip code and calculated at the E-5 with dependents rate established by the Department of Defense.
- Federal law requires the VA to be the last payer for tuition and fees. Chapter 33 and Fry Scholarship benefit users will have financial aid (i.e. grants, loans, scholarships, etc.) specifically awarded for tuition and fees applied first towards their tuition and fee balance with the university. The VA will pay the difference up to the percentage at which the student is rated. The JABVC will report tuition to the VA at the beginning of the semester as \$0.00 in order to allow applicable housing and book stipends to be paid without delay due to factoring out applicable financial aid. The final tuition amount will be reported to the VA later in the semester for payment to SDSU. Students may receive occasional notifications from the university that their tuition has not been paid. These can generally be disregarded provided the student has been certified to the VA and rated at 100% under the Post 9/11 GI Bill. For questions, students should contact the JABVC staff.

Return of Tuition Assistance Requirements

Student Account Services will perform a Return of Tuition Assistance (TA) calculation when a TA recipient withdraws from his or her course. When a student who has received TA funds withdraws or otherwise fails to complete a period of enrollment for which he or she was charged, the university is required to determine if unearned TA funds must be returned to the appropriate branch of service. Calculations will be based on the withdrawal date and the percentage of the period of enrollment completed.

Return of TA funds process may result in the student owing the university for unpaid tuition and fees. After the drop/add deadline of the semester, schedule adjustments are only permitted for serious and compelling reasons.

A student earns 100 percent of the Tuition Assistance funding once he or she has completed more than 60 percent of the

course. For example, if a student withdraws from a 16-week course prior to the last day to receive a refund (see Spring 2019 Prorated Refund Schedule), then the return to Tuition Assistance would be calculated and refunded accordingly.

Out-of-State Residency and Military Exemption

Subject to pending or new legislation, non-resident students may have an additional fee per unit which is not covered by the GI Bill. For further clarification, please contact the Office of Admissions. Students utilizing Chapter 30 or 33 may qualify for an exemption of the non-resident fees provided.

Students eligible for the benefit (the veteran or dependent who was transferred the benefit [Chapter 33 only]) separated from active duty within 36 months of the first day the veteran or dependent starts classes must provide the following documentation:

- Veteran's copy of form DD-214;
- Verification of student's physical address (California state ID or driver's license, rental/lease agreement, or utilities statement).

Students eligible for Chapter 33 benefits transferred to them may be eligible for an out-of-state military exemption while the service member is still on active duty and must provide the following documentation:

- Copy of service member's most current orders;
- Memorandum from service member's commanding officer;
- Copy of student's Certificate of Eligibility;
- Verification of student's physical address (California state ID or driver's license, rental/lease agreement, or utilities statement).

If a student is a dependent (spouse or child) of an active duty service member *and* stationed in California, they may be eligible for military exemption if they provide the following documents:

- Copy of service member's most current orders;
- Memorandum from service member's commanding officer.

California Department of Veterans Affairs (CDVA) College Fee Waiver for Veterans' Dependents (Cal-Vet Fee Waiver)

The Cal-Vet Fee Waiver benefit waives the mandatory systemwide (California State University, University of California, and California Community College systems) tuition and fees, but the student is still responsible for the campus mandatory fees every semester. Students utilizing the Cal-Vet Fee Waiver Plan A, cannot receive concurrent benefits under Chapter 35, Dependents Education Assistance. Additionally, the waiver does not cover the expense of books, parking, room and board, and may not be applied towards tuition and fees paid through SDSU Global Campus. To qualify, students must meet residency requirements as determined by SDSU, in addition to other qualifying criteria. For additional information on establishing residency, students should contact the Office of the Registrar. Students using the Cal-Vet Fee Waiver must provide a copy of the approval letter to the JABVC every academic year (the letter will cover summer, fall, and spring terms). Applications for the waiver must be submitted to the nearest county veterans service office. For more information about applying for the Cal-Vet Fee Waiver, visit <http://www.calvet.ca.gov>.

Non-College Degree Programs and External Degrees

Non-college degree (NCD) programs (i.e. certificates and credentials) can be certified for federal VA education benefits if the program has been approved and is listed on the Web Enabled Approval Management System (WEAMS). Programs not listed cannot be certified for federal VA benefits. All NCD programs listed in the SDSU General Catalog or Graduate Bulletin and which are approved on WEAMS may be certified for federal VA education benefits through the JABVC following the same procedures listed above. External degree programs may also be certified for federal VA benefits through the JABVC. Students should contact the JABVC staff to ensure their requested NCD program or external degree program is approved for certification before entering into the program. The Cal-Vet Fee Waiver will not waive tuition for programs offered through SDSU Global Campus.

Special Programs and Services

SDSU Global Campus

Some programs offered specifically through SDSU Global Campus may be certified for VA benefits. Students are encouraged to contact JABVC staff for additional information about policy, program applicability, and certification procedures through SDSU Global Campus.

SDSU Imperial Valley

Students attending SDSU Imperial Valley in Calexico, California should contact the SDSU-IV assistant dean for student affairs at 760-768-5502 for the latest information on certification procedures for federal/state VA education benefits.

Additional Resources and Information

In addition to assistance with educational benefits, several other programs and resources are available for eligible students. These include, but are not limited to:

- Priority registration for eligible military students beginning the second semester of attendance (for more information, contact the Office of the Registrar);
- A one-unit transition class (not eligible for VA benefit certification) for newly enrolled military affiliated students to provide key information about student support services at SDSU;
- Access to The Jack McGrory Bunker - a student lounge within the JABVC in which all military affiliated students can rest, relax, study, and interact with other students before, between, or after classes;
- Access to the SDSU VetSuccess on campus counselor who provides full-time assistance on all VA related issues;
- Participation in the VA work-study program allowing eligible students to work part-time while attending school (dependent upon staffing needs);
- Assistance with the VA tutorial assistance program;
- Use of the on-campus Student Veterans House, the first of its kind in the nation, affording all military affiliated students a place to study, relax, and interact with other students with similar backgrounds;
- Priority access to designated veterans living spaces on campus through the fraternity row property management office;
- Partnership with the Student Veterans Organization at SDSU which represents the cultural niche of the military student body;
- Partnership with the Veterans Alumni Organization at SDSU which provides mentorship, advice, and guidance from former military students to those currently attending;
- Access to veteran and military affiliated scholarships;
- Access to military specific career transition programs to assist with internships, job openings, and career opportunities.

Active duty military, veterans, and military spouses who are upper division transfers may receive additional consideration for admission. For more information, contact the military liaison officer at 619-594-0834.

Points of Contact

Joan and Art Barron Veterans Center

Student Services West, Room 1661

<http://www.sdsu.edu/veterans>

veterans@sdsu.edu

619-594-5813

California Department of Veterans Affairs

<http://www.calvet.ca.gov>

Department of Veterans Affairs

<http://www.ebenefits.va.gov>

888-442-4551

Web Enabled Approval Management System (WEAMS)

<http://inquiry.vba.va.gov/weamspub/buildSearchInstitutionCriteria.do>