

# SPARTAN GUIDE FOR INCOMING STUDENTS

Welcome to San José State University!

The information within this guide has been compiled by a group of faculty and students who want to provide a quick list of useful information and “tips” to support student success at San José State University. We hope you will find this guide useful as you navigate your transition to university life. Please take advantage of the rich resources available to you, *connect* with those around you, engage in university life, and enjoy the learning that awaits you.

## First Steps

*Before the semester begins and during the first few weeks:*

- Get your Tower Card during Orientation and memorize your SJSU ID number.
- Keep all of your materials from Orientation – they are important.
- Check your MySJSU account often for messages, payment deadlines, holds, and to make sure you are enrolled in your classes.
- Know your payment deadline. Check your MySJSU account to find the payment due date. You will not be sent a bill. If you don't pay on time, your classes may be dropped.
- Sign up for an electronic refund. E-refunds are posted directly to your designated bank account instead of mailing out a paper check. This is a fast and convenient way to receive your money. There is a \$20 refund processing fee withheld from your refund if we issue a check. However, if you select e-refunds this fee is waived. The \$20 refund processing fee does not apply to financial aid disbursements.
- Make your parent/guardian an “authorized user” on your account if they plan to contact the Bursar's Office about your account. Because of the FERPA student privacy law, we cannot discuss your account information with them without your consent.
- If you have any questions about fees, due dates, payment plans, or how to sign up for e-refunds or authorized users, contact the Bursar's Office at 408-924-1601 or email [bursar@sjsu.edu](mailto:bursar@sjsu.edu).
- Check to see if your instructors have posted course materials online. Look for their websites through their department web pages or on the SJSU Directory.
- Order your books early. You can order your books ahead of time through the Spartan Bookstore: <http://www.spartanbookstore.com/SiteText.aspx?id=1244>. Check to see if some of them will be on reserve at the Library.
- Make sure you know where your classes are meeting. Building names are abbreviated on your schedule. Check the campus map to see where buildings are located.
- Show up to class with the materials you need to succeed. This should, at the very least, include your books, notepaper and something with which to write.
- Attend the first day and all of your classes. Let your instructor know if you won't be in class for any reason.
- Read and keep the syllabus (also known as the “green sheet”) for each class and be sure you know how to contact your instructor. If you don't understand something on the greensheet, ask as soon as you possibly can, because everything on that sheet is very important. You are responsible for everything on the “green sheet.”

*Be successful during the semester:*

- See your instructor during office hours to clarify assignments and get help or advice. Often instructors will have a few minutes after class to spend with students as well, but try not to distract them with things before class, when they're concentrating on their upcoming material.
- If you should have to drop a class, make sure you know the drop and refund policies. You may drop during the first two weeks of the semester without a notation on your transcript. But, dropping after that requires a serious and compelling reason. Know the deadlines. And, if you do drop, make sure the class is removed from your schedule. If it isn't, you could receive a grade of WU which figures into your GPA like an F.
- Check MySJSU regularly for any messages or announcements.
- If you have a disability, register at the DRC for help with any accommodations and support you need.
- You must see an advisor during your first semester. Your advisor can help you think about your educational goals and can help you plan for your semesters and years at SJSU. Failure to visit your advisor will affect your ability to register in future semesters. Seek an advisor soon after the last day to add classes. Don't wait until they are too busy and you end up delaying your ability to register. If you have declared your major, see an advisor in your department. If you have not declared a major, see a GE advisor in Academic Advising and Retention Services located in the Student Services Center. The Career Center can help you explore various majors and develop a career plan. Keep all of your class materials until your grade has been posted. The form and information about declaring or changing your major can be found at: <http://www.sjsu.edu/registrar/forms/>
- If you are interested in living on campus, visit University Housing Services on the second floor of Campus Village building B, or log on to <http://www.housing.sjsu.edu>
- Go into the Health Center and get signed up – before you get sick and need their services.
- If you are an international student, go to <http://www.sjsu.edu/depts/ipss/> for special instructions and deadlines.
- Visit LARC to seek help with any courses that are difficult for you. <http://www.sjsu.edu/larc/>
- Visit the Writing Center for help with your writing. <http://www.sjsu.edu/writingcenter/>
- Stay tuned for workshops on study skills or other ways to be successful. [http://www.sjsu.edu/muse/Student\\_Success\\_Programs\\_xformerly\\_MUSE\\_Workshopsx/](http://www.sjsu.edu/muse/Student_Success_Programs_xformerly_MUSE_Workshopsx/)
- If you have been placed into a Developmental Math or English class (LLD):
  - Read the EO 665 Handbook available at: <http://www.math.sjsu.edu/~mcclory/>
  - Seek additional help from your instructor, Learning Assistance and Resource Center, the Writing Center or Peer Mentors. Passing these courses is critical to your continued enrollment at SJSU.

## Acronyms and Explanations:

Sometimes we use words and acronyms that are familiar to us but may leave you wondering what we are talking about. Here is a list of common terms and acronyms you may hear around campus:

- **Advising** – you will need to have an advisor to help you think about your education, including your General Education, your major coursework, co-curricular activities and future career goals. Depending on your major, you may go to the Student Advising Center for your General Education advising and then to your department for your major advising. Some colleges (Business, Engineering and Science) have college wide centers that house General Education advising. Whether you are talking with your GE advisor or your major advisor, the goal of advising is to help you see your education as a whole as well as to look at course work for the coming semester.
- **Academic Counseling** – in the Counseling Center can help you with study skills, time management, succeeding as a student and developing into an educated person.
- **AMC – Alternative Media Center** – in the MLK Library. This service translates academic material into a “readable” format for disabled students.
- **Appointment (for Registration)** – this refers to the day and time you can begin registering for (adding) classes for the next term.
- **AR** – Academic Renewal – one way you can repeat a course that you have taken before in order to improve your grade. For information, go to: <http://info.sjsu.edu/web-dbgen/narr/soc-fall/rec-8.html> to learn when and how to apply for AR.
- **Articulation** – the process of equating lower division courses taken at other CSU & California Community Colleges to coursework at SJSU. Check the articulation web page: <http://artic.sjsu.edu/>
- **AS** – Associated Students – go to <http://as.sjsu.edu/> for more information. Student Government and other services and activities.
- **ASPIRE** - Academic Support Program for Increased Retention in Education – A program for first-generation, economically disadvantaged and/or disabled students. See <http://aspire.sjsu.edu/> for more information.
- **ASSIST** – An official database of transfer information between UC, CSU and California Community Colleges.
- **Baccalaureate** – term typically used to describe an undergraduate degree.
  - **B.A.** - Bachelor of Arts
  - **B.S.** - Bachelor of Science
  - **B.F.A.** – Bachelor of Fine Arts
- **BSAC** – Business Student Advising Center – provides advising for all business majors. Go to <http://www.cob.sjsu.edu/bsac/> for more information.
- **Bursar** – Cashiering, collections, student accounts and Tower Cards are handled here.
- **CMS** – Common Management System – this office is in charge of the computer backbone you know as MySJSU.
- **Counseling** refers to personal, psychological and some educational counseling. This is not the same as advising which is designed to help you plan your educational and career goals.
- **DRC** – the Disability Resource Center – handles accommodations and assistance for students with disabilities. Go to [www.drc.sjsu.edu](http://www.drc.sjsu.edu) and click on “academic advising”
- **Drop / withdraw** – you can “drop” a class during the first two weeks of the semester. After that, it is a withdrawal and requires documentation of a serious and compelling reason. A withdrawal will result in a notation on your records, but it does not affect your grade point average unless it is an unauthorized withdrawal (one where you failed to do the proper paperwork) which counts as an F.
- **ELM/EPT** – Entry Level Math and English Placement Test – scores for these tests are required of all non-exempt students before they can register for any classes. The ELM may be retaken, but the EPT cannot.
- **EO 665** – the CSU requirement that sets the rules for remediation.

- **EOP** – Educational Opportunity Program - EOP is a statewide program committed to equal opportunity access, retention and graduation for students from marginalized populations. Requirements include family income and first-generation college students (no one in your family has gone to college before). The program includes a Summer Bridge to help with the transition to SJSU and various types of support once students enroll. Students meet with advisors, have tutorial assistance and workshops, and make connections with other EOP students who have been successful
- **Excess units** – students are limited to 18 units per semester. Students in LLD or Developmental Math classes should limit themselves to 15 units. You must petition to enroll in more than 18 units. <http://www.sjsu.edu/registrar/forms/> (Excess Units Petition)
- **FAFSA** - Free Application for Federal Student Aid – for information, go to <http://www.sjsu.edu/faso/applying/> This must be completed by all students applying for Financial Aid.
- **GE** – General Education – Course requirements that every student must fulfill in order to graduate regardless of their major. General Education courses provide the breath of knowledge and critical skills necessary for an educated person. For information, go to:
- <http://info.sjsu.edu/web-dbgen/narr/static/catalog/ge.html>
- **Graduate Courses** (numbered 200 and higher) are designed for students who are working on a Graduate Degree.
- **Graduate Degrees** – degrees you can earn after you complete your Baccalaureate Degree
  - EdD – Doctor of Education
  - MA – Master of Arts
  - MBA – Master of Business Administration
  - MS – Master of Science
  - MFA – Master of Fine Art
  - MLIS – Master of Library and Information Science
  - MPA – Master of Public Administration
  - MPH – Master of Public Health
  - MTM – Master of Transportation Management
  - MSW – Master of Social Work
  - California Teaching Credentials
- **Greek** – refers to sororities and fraternities. Check out Greek Week early in the semester. A List of Fraternities and Sororities can be found at: <http://www.studentaffairs.sjsu.edu/sll/fasl/index.html>
- **Info.SJSU**- SJSU Student Information – the website that provides the real time information on admission, schedule of classes and university catalog. Check: <http://info.sjsu.edu/home/>
- **Kinesiology** (Kin) – the department that offers PE classes (required of all students to graduate).
- **LARC** – Learning Assistance and Resource Center. The campus learning center that provides tutorials in most subject areas. All services are free for SJSU students who may sign up for appointments or use drop-in services. <http://www.sjsu.edu/larc>
- **LLD** – Linguistics and Language Development – the department that offers developmental writing classes.
- **Lower Division Courses** (numbered below 100) are designed for students in their frosh and sophomore years.
- **Matriculated** – accepted and eligible to enroll.
- **MOSAIC** - Multicultural Opportunities and Student Awareness in Different Cultures – offers guidance, academic support, programs and leadership opportunities that focus on creating sensitive, aware, and socially responsible individuals who advocate and dialogue for equity and social justice.
- **MUSE** – Metropolitan University Scholars’ Experience – a group of small seminar, First Year Experience courses that count toward GE credit. The courses, while full of material to help students enter into and navigate through, the university, tend to be fashioned by faculty who want to teach their “passion”.
- **Ombudsman** – this office acts as mediator or conflict resolver between students and members of the University community

- **Provost** – the Vice President in charge of academics
- **Registrar** – the person/office in charge of student records and registration. Check the Registrar’s web page at: <http://www.sjsu.edu/registrar/> for academic/petition forms and registration calendars.
- **UHS – University Housing Services** – On-campus undergraduate, graduate and faculty/staff housing. <http://www.housing.sjsu.edu>
- **Undergraduate Degrees** you can earn:
  - BA – Bachelor of Art
  - BS – Bachelor of Science
  - BM – Bachelor of Music
  - BFA – Bachelor of Fine Art
- **SJSU Studies**—Upper division General Education courses that are integrative in nature.
- **Student Involvement** – The office that deals with co-curricular activities such as Orientation and Transition, leadership preparation, Greek Organizations and Election Board.
- **UPD** – University Police Department – responsible for public safety on and around the campus. 408-924-2222.
- **Upper Division Courses** (numbered between 100 and 199) contain more advanced material and are designed to be typically taken by juniors and seniors and may not be available to lower division frosh and sophomores.
- **WST** – Writing Skills Test. Not to be confused with the EPT (English Placement Test) taken at entrance. The WST is taken after you complete English 1A and 1B and just before you enter your junior year. It is the gateway to many of your upper division courses. The WST and a 100W class is SJSU’s version of the CSU graduation writing assessment requirement (GWAR). It must be passed before you can take 100W or SJSU Studies courses. Failure to complete this requirement may delay your graduation.

## Preparing for your Second Semester

- Create a plan for two or four semesters of classes. Talk with your advisor about your plan. Think about what courses you have liked, what has been a struggle, what you would like to learn more about and what you are curious about, in addition to your career goals. All this should shape your plan of classes.
- See your advisor early (beginning in the fourth week of classes). If you have declared a major, visit your major department office to find out who your advisor is. If you are undeclared, you can get advising in the Student Services Center. The Career Center can also help you decide on a major. Some departments will not allow you to register for the next semester until you have seen an advisor.
- Is it time to take the WST? If you have passed English 1A and 1B and are getting ready to enter your junior year (i.e. you will soon have completed 60 units toward your degree), it's time to take the WST. This is the gateway to many of your upper division courses.
- If you have previously taken a class, you won't be able to register for it until the first day of classes – with the instructor's permission. The exception to this rule is classes in which your grade was NC.
- Know when registration begins. Look for your "appointment" which will be posted on MySJSU. It is the day and time when you can begin accessing registration for the next semester. You do not need to register at the exact moment of your appointment time, but the earlier you register, the more options for classes you will have. The earlier you see an advisor during the semester, the better prepared you will be for registration.
- Check to make sure you have no holds (remember, ELM and EPT are only service indicators and will not prevent you from registering). Holds may indicate that you owe money or that you must see an advisor. You must complete the required action and have the hold removed before you will be able to register. An Advisor or the Registrar can explain the hold requirements to you
- Watch for when the Schedule of Classes is posted online at [info.sjsu.edu](http://info.sjsu.edu).

### *Students enrolled in Developmental Math or LLD classes:*

- Read the EO 665 Handbook available at: <http://www.math.sjsu.edu/~mcclory/>
- You cannot register for your second semester math and/or English class until your grade for your Developmental Math and/or LLD class has been reported.
- Be sure you know what your placement for next semester is. If you sign up for the wrong class or before your grade has been reported, you will be dropped.

### *Planning your schedule:*

- Before it's your time to register, decide which classes you need or want to take. Then, do a search for open sections of those classes. Have a backup plan in case one or more of the class sections you want is full. Plan ahead because classes fill up quickly.
- If a class you want is full you can request that you be placed on a waitlist. Read about wait lists at: <http://www.sjsu.edu/registrar/>
- If you get an error message when you try to register for a class, be sure to read the details of the error.
- Some examples of error messages are:
  - hold on record – you must clear all holds before you can register
  - time conflict – you have another class that overlaps the one you want and this is not allowed
  - requisites not met – check the catalog to see what the prerequisites for the course are
  - related component – there is a lab or activity section that you must register for at the same time you are registering for that class
  - outside your career – the course is not approved for students enrolled in developmental Math and English classes – see the list in the EO 665 Handbook
- Be sure you pay your fees before the deadline.

*After you register:*

- Print out your schedule and be sure you are enrolled in all of your courses.
- Order your books early to get the best deals.
- Keep checking to make sure you are still enrolled.

## Campus Resources

If you can't find what you are looking for here, go to: <http://www.sjsu.edu/advising/resources/>

- **Academic Advising and Retention Services**

Student Services Center - 408-924-2129

Academic Advising and Retention Services is a retention unit composed of the Student Advising Center and a comprehensive set of student assistance programs (i.e. Educational Opportunity Program, Summer Bridge Program, and Student Advising Center) designed to facilitate successful student persistence through the completion of the baccalaureate degree. See the Student Advising Center for General Education advising, help understanding policies and procedures, and general assistance.

<http://www.sjsu.edu/aars/>

- **The Aquatic Center**

Provides simultaneous lap and recreational swimming and is fully wheelchair-accessible. The facility has locker rooms with shower and a large deck for sun bathing.

408-924-6341

8<sup>th</sup> and San Carlos

[http://www.union.sjsu.edu/Upcoming\\_Events/Aquatic\\_Center/Aquatic\\_Center.php](http://www.union.sjsu.edu/Upcoming_Events/Aquatic_Center/Aquatic_Center.php)

- **ASPIRE**

Academic Support Program for Increased Retention in Education – A program for first-generation, economically disadvantaged and/or disabled students.

<http://aspire.sjsu.edu/>

- **Articulation**

If you are a transfer student and want to verify which of your classes will transfer, check out the Articulation website at <http://artic.sjsu.edu/>

- **ASSIST**

An official database of transfer information between UC, CSU and California Community Colleges.

[www.assist.org/web-assist/welcome.html](http://www.assist.org/web-assist/welcome.html)

- **Associated Students**

Located in the AS House, Associated Students is the governing body of the SJSU student body and works to improve the overall college experience for all students. They offer many student services, such as Recreation, Childcare and Transportation Services.

<http://as.sjsu.edu/>

- **Athletics**

408-924-1252

Student Athlete Success Services and Gadway Academic Center provide academic advising (in a dual advising model with Major Advisors) and learning support, including tutoring and monitored study, for the student-athletes who participate on SJSU's 16 NCAA teams. The focus is to help student-athletes balance the demands of Division 1 athletics with their academic pursuits.

- **Career Center**

Bldg F - 408-924-6031

<http://careercenter.sjsu.edu/>

Works with students to identify and clarify career interests, map out a strategy to find internships and jobs and, coaches students on effective resumes and interview techniques. The career center also sponsors job fairs on campus.

- **Center for Careers in Education**

SH 108 - 408-924-3608

<http://www.sjsu.edu/education/careers/index.html>

Provides information about and helps you decide if a career in education is right for you and outlines the steps you will need to take.

- **Center for Community Learning and Leadership (Service Learning)**

Clark Hall – Rooms 203 and 126C. 408-924-3540

<http://www.sjsu.edu/ccll/>

CCLL offers resources to assist students, faculty, departments and community partner organizations in community learning that develops social responsibility while meeting community needs.

- **Computer Services**

- Learning Assistance Resource Center (LARC)

Access to 30 computers. Printer access with Spartan card. Variety of office, statistical and engineering software. Wireless access.

Student Services Center – Room 600. 408-924-2587 <http://www.sjsu.edu/larc/resources/computers/>

- Associated Students Computer Services Center

Access to 100 computers – Windows PCs, Macs & Linux machines. DVD & CD burners, fast internet access. Their Service Counter has a scanner, copy machines, fax services and printers. They also offer [laptop rentals](#) and [computer repair services](#).

Upper Level of the Student Union - 408.924.6976

<http://as.sjsu.edu/asccsc/>

- University Help Desk Computer Lab

Bring your Tower Card to gain access to several computers located behind the University Help Desk.

Clark Hall – Room 102 - (408) 924-2377

<http://www.sjsu.edu/helpdesk/>

- **Counseling Services**

Counseling Services are available to all students for personal, psychological and educational counseling. Students can be seen immediately for an emergency.

Administration Building, 201

408-924-5910

<http://www.sa.sjsu.edu/counseling/>

- **Degree Audit--** On your MySJSU, check out your Degree Audit to see where you are in your progress and to try on some “what if” possible changes of major.

- **Disability Resource Center**

The Disability Resource Center (DRC) provides high quality retention and support services for students with disabilities and reasonable accommodations for faculty and staff with disabilities as well as testing for students who might have a disability.

Administration Building, 110 - 409-924-6000

<http://www.drc.sjsu.edu/index.htm>

- **Engineering Advising Center**

Offers GE, probation and general policy advising for Engineering majors.

Engr 242 - 408-924-3851

<http://www.engr.sjsu.edu/advising/>

- **Educational Opportunity Program (EOP)**

EOP offers orientation services and info about the university, as well as assistance with scheduling classes, exploration of career/major objectives and personal concerns related to academic progress.

Student Services Center - 408.924.2129

<http://www.sjsu.edu/eop/>

- **Financial Aid and Scholarships**

Disburses federal, state and local grants, loans and scholarships.

Student Services Center - 408-283-7500

<http://www.sjsu.edu/faso/>

- **GLBT and Women’s Resource Center**

The Gay, Lesbian, Bisexual and Transgender Center and Women’s Resource Center provides programs and services that address GLBT and women’s issues and promotes success, advocacy, equity and safety. Located on the corner of San Carlos and 9<sup>th</sup> Street in what is referred to as Building B

- **International Programs and Services**

International Programs and Services comprises International Student and Visiting Scholar Advising, Study Abroad and Exchange Programs, and the International House. International student advisors assist currently enrolled international students and visiting scholars with such concerns as academic matters, immigration regulations, and personal concerns.

Clark Hall 543 - 408-924-5920

<http://www.sjsu.edu/depts/ipss/>

- **Learning Assistance Resource Center**

This is a campus learning center that provides tutorials in most subject areas. All services are free for SJSU Students who may sign up for appointments or use drop-in services. For additional information, please visit the LARC website.

Student Services Center – Room 600 - 408-924-2587

<http://www.sjsu.edu/larc>

- **Library: Martin Luther King Jr. Library**

The SJSU Library subscribes to hundreds of online databases that provide remote access to newspapers, magazines, scholarly journals, e books and more. Academic librarian subject specialists can provide in-depth consultations in support of research required for classes at SJSU.

<http://www.sjlibrary.org/>

- **How to get a library card:**

For registered students, your patron information will automatically be entered into the library database when you have enrolled. This will give you access outside the library and the campus to SJSU databases and e-books. You can use your campus ID number and create a PIN to use in accessing the SJSU databases from off campus. If you wish to access San Jose Public Library databases from off campus and check out materials from the San Jose Public Library you must stop by the King Library Circulation Desk and link your campus ID with the San Jose Public Library. You will then be issued a library card for the San Jose Public Library.

- **Mediation Center**

The Mediation Center provides dispute resolution services for SJSU students experiencing a conflict with another student, friend, family member, roommate, significant other, landlord, or a member of the University faculty or staff. In mediation a neutral third party facilitates communication between disputing parties so they can reach, on their own, a solution that works for everyone.

Administration Building 218 - 408-924-1098

<http://www.sjsu.edu/ccg/center/>

- **MOSAIC Cross Cultural Center**

MOSAIC Cross Cultural Center provides resources and services for students or groups who are interested in, or want to be involved in, multicultural inclusiveness activities.

Student Union – 3rd Floor - 408-924-6255

<http://sa.sjsu.edu/mosaic/index.jsp>

- **MUSE**

MUSE provides a host of resources and services for all students including time management, writing writing etc.

Clark Hall – Room 105 - 408-924-2707

<http://www.sjsu.edu/muse/>

- **MySafeCampus.com**

Where to report concerns regarding safety, criminal activity anonymously or not.

- **Ombudsman**

The University Ombudsman is an impartial party who receives complaints, provides information, facilitates communication, and helps to resolve conflicts between students and offices or members of the university community.

Administration Building, 218 - 408-924-5985

<http://sa.sjsu.edu/ombudsman/index.html>

- **Peer Mentor Center**  
 The Peer Mentor Program is designed to help ease the transition to SJSU by empowering students to help each other and themselves.  
 Academic Success Center in Clark Hall - 408.924.2198  
<http://www.sjsu.edu/muse/peermentor/>
- **Plagiarism:** an online tutorial on plagiarism is available at:  
<http://tutorials.sjlibrary.org/tutorial/plagiarism/>
- **Prevention Education Program**  
 The Prevention Education Program (PEP) acts as a resource center at San José State University for education, resource materials, information, and referral assistance concerning alcohol and other drug abuse.  
 Health Center - 408-924-6122
- **RecConnect**  
 This resource provides links to recreation on campus including: the aquatic center, bowling center, club sports, fitness adventures program, intramural sports, open recreation, outreach program and the sport club.  
 AS House 1st Floor - (408) 924-6218  
<http://www.sjsu.edu/spartanrec/>
- **Student Health Center**  
 Provides (mostly) free medical care to students enrolled at SJSU. In addition to treating acute conditions, injuries, and illnesses, the Health Center provides a family planning program and maintains an in-house licensed pharmacy, a physical therapy department, a federally certified high complexity laboratory, and an x-ray department.  
 Health Building 106  
 (408) 924-6120 General Info  
 (408) 924-6122 Appointments  
 (408) 924-6110 Administration  
[http://sa.sjsu.edu/student\\_health/index.jsp](http://sa.sjsu.edu/student_health/index.jsp)
- **Testing and Evaluation**  
 Offers testing services for the ELM, EPT, WST and other tests.  
 Industrial Studies 228  
 408-924-5980  
<https://testing.sjsu.edu/>
- **Student Involvement**  
 Located on the first floor of Clark Hall, Student Involvement engages students in learning and personal development by fostering connections within our diverse university community, promoting campus citizenship, and preparing students for current and future leadership roles. Some of the programs offered by Student Involvement include: Fraternity and Sorority Life, Student Organizations and Leadership, Orientation and Transition, Fall Welcome Activities, Welcome Convocation, Election Board, etc.  
<http://sa.sjsu.edu/sll/index.jsp>
- **University Housing Services**  
 Located on the second floor of Campus Village Building B  
 408-795-5600  
<http://www.housing.sjsu.edu>
- **University Police Department**  
 The University Police Department serves all of San José State University 24 hours a day, 7 days a week and provides services to ensure the safety of the university, its employees and students. You can call for an escort any evening or go to any blue light on campus in an emergency.  
 7th Street Garage - 408-924-2222  
<http://www.sjsupd.com/>

- **Writing Center**  
 The Writing Center is an instructional resource for all students of all disciplines and writing abilities. We offer tutoring and workshops tailored to the needs of individuals and groups, and we will assist faculty in any way requested.  
 Clark Hall 126  
 408-924-2308  
<http://www.sjsu.edu/writingcenter/>
- **McNair Scholars Program**  
 Undergraduates: If you are interested in pursuing graduate school, apply to the Ronald E. McNair Post-Baccalaureate Achievement Program. Applications are available online or at the front desk of the ASPIRE/McNair Program located in the Student Services Center.  
<http://mcnair.sjsu.edu/>
- **Sports Club**  
 A complete athletic club facility with the fitness room featuring a full range of exercise equipment including treadmills, Stairmasters, bikes, ellipticals and free weights. At the Sport Club, SJSU students and members have access to eight racquetball courts and a Mini-Gum. The mirrored Aerobics Room and two dance studios are perfect for coordinated workouts and activities. Men's and women's locker rooms are also provided. Free to all students.  
 SJSU Event Center - 408-924-6350  
[http://www.union.sjsu.edu/ec/EC\\_Sport\\_Club/ec\\_sport\\_club.html](http://www.union.sjsu.edu/ec/EC_Sport_Club/ec_sport_club.html)
- **Student Health Center**  
 Provides (mostly) free medical care to students enrolled at SJSU. In addition to treating acute conditions, injuries, and illnesses, the Health Center provides a family planning program and maintains an in-house licensed pharmacy, a physical therapy department, a federally certified high complexity laboratory, and an x-ray department.  
 Health Building 106  
 (408) 924-6120 General Info  
 (408) 924-6122 Appointments  
 (408) 924-6110 Administration  
[http://sa.sjsu.edu/student\\_health/index.jsp](http://sa.sjsu.edu/student_health/index.jsp)
- **Student Involvement**  
 Located on the first floor of Clark Hall, Student Involvement engages students in learning and personal development by fostering connections within our diverse university community, promoting campus citizenship, and preparing students for current and future leadership roles. Some of the programs offered by Student Involvement include: Fraternity and Sorority Life, Student Organizations and Leadership, Orientation and Transition, Fall Welcome Activities, Welcome Convocation, Election Board, etc.  
<http://sa.sjsu.edu/sll/index.jsp>

## How to “Thrive”

- Attend and participate in your classes and connect with your professors and classmates.
- Be aware of campus resources and get involved.
- How is college different from high school? Check out the following from Southern Methodist University: <http://www.smu.edu/alec/transition.html>. Also remember that you will need to study more, that “homework” is not the same as studying (college instructors expect you to read a lot more), and that you are more responsible for asking for help and seeking it out.
- Get involved: <http://sa.sjsu.edu/sll/index.jsp>
- Join a committee: [http://as.sjsu.edu/asgov/index.jsp?val=asgov\\_home](http://as.sjsu.edu/asgov/index.jsp?val=asgov_home)
- Make a friend; join a study group.
- Peer Advisors
  - a. Academic Advising & Retention Services; EOP
  - b. ASPIRE /McNair program
  - c. BSAC (Business Student Advising Center)
  - d. Campus Tour Guides
  - e. College of Science Advising Center
  - f. College of Engineering Advising Center
  - g. LARC (Learning Assistance Resource Center), tutors
  - h. Mental Health Ambassadors
  - i. Orientation Leaders
  - j. Peer Mentors
  - k. Resident Advisors
  - l. Science 2 Peer Advisors
  - m. Writing Center, tutors
- Get and keep a planner
- Time management and study skills are important to your success. There are self help tips available for these and many other topics on the Counseling Services website: [http://sa.sjsu.edu/counseling/self\\_help/Self\\_Help\\_Tips.html](http://sa.sjsu.edu/counseling/self_help/Self_Help_Tips.html)
- Stay healthy. Check out the resources at [http://sa.sjsu.edu/student\\_health/health\\_ed/index.html](http://sa.sjsu.edu/student_health/health_ed/index.html)
- Keep copies of everything you submit. If you are transferring courses into SJSU, have a sealed copy of your transcript sent to you and don't open it.
- Counseling Services offers workshops. Find out more at [http://sa.sjsu.edu/counseling/workshops\\_groups/workshops.html](http://sa.sjsu.edu/counseling/workshops_groups/workshops.html)
- Check out the resources provided by MUSE at this website: <http://www.sjsu.edu/muse/students/resources/>
- Be sure you know what it takes to stay in good standing academically. <http://info.sjsu.edu/web-dbgen/narr/static/catalog/scholastic.html>

## Q AND A

- **I'm thinking of changing my major. What should I do?**

The Career Center works with students on all aspects of their career development including exploration of majors and how majors can relate to various career paths. Students who want to change their major can visit the career center to meet with a career counselor who can walk students through interest and personality inventories which can help a student better decide on a major that meets their personal and career goals.

If you don't know what to choose for your major, they also offer a "Choosing a Major" module online that walks students through the process of self-exploration and career decision making. There are several exercises included in the modules that help explore the various majors on campus and determine the right fit for the student (1. go to [www.careercenter.sjsu.edu](http://www.careercenter.sjsu.edu), 2. Sign up for an account, 3. Go to the "Choosing a Major Module" on the SpartaJobs homepage).

The class EDCO 4 is designed to help you determine which career path is right for you.

- **How do I get out of a class when I'm in over my head?**

If the drop deadline has not passed, drop the course online and as a courtesy email the instructor to let them know. If the drop deadline has already passed, see an advisor immediately to discuss options.

- **I feel lost; there seems to be so much going on I can't keep track of it all. What should I do?** First, you need to get some basics done like using a daily planner; on a monthly calendar list all assignments and exams; schedule daily time for doing reading and homework assignments; don't sit down to study until you have a specific goal such as "I'm going to read Chapter 2 or I'm going to make flashcards for my lecture notes/definitions."

- **I'm not the best student, and the other kids in the dorm are always partying. But I need to study and I don't want to be a nerd. What should I do?**

Schedule some limited social time but you are lucky to have the insight that you need extra study time. Find someplace out of the dorms to study such as the library.

- **I have a dispute with one of my instructors. What do I do?**

Keep all materials associated with this course such as the syllabus, copy of all assignments submitted, etc. You should first try to resolve this with the instructor. If it is still not resolved, go to the chair of the department. If you are still not satisfied, make an appointment with the Ombudsman in Student Affairs and be prepared to write a statement of what happened.

- **What is a reasonable course load?**

That depends on who you are, your major, your interests, your strengths and your obligations. Being realistic about what you can do is very important.