



# SPARTAN SCHOLAR FROM THE START

## **The MUSE First-Year Experience Program**

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



September, 2004

Welcome new students and fellow Spartans!

We are pleased that you are joining the San José State University family, one whose history stretches back nearly 150 years. You are embarked on a great journey, and you will now be part of a long and proud tradition. There will be challenges as well as opportunities ahead. We want you to master the challenges and take on the opportunities, and we want to help you in that endeavor. Being a university student can be one of life's most exciting passages. It opens up a world of new ideas, intellectual growth, social and cultural activities, new adventures, and the making of lifelong friendships. Take time to explore not only the many educational experiences available but also the wide range of social and cultural activities offered. Success in your college years will translate into even greater rewards later in life. San José State University is ready to work with you and support your efforts to become whatever you dream to be. I wish you the best in your years at San José State University.

Sincerely,



Don W. Kassing  
Interim President

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## **Acknowledgements**

# **PART 1: WELCOME TO SAN JOSÉ STATE UNIVERSITY**

*In collaboration with nearby industries and communities, this faculty and staff is dedicated to achieving the university's mission as a responsive institution of the State of California.*

## **SJSU Mission Statement**

**To enrich the lives of its students, to transmit knowledge to its students along with the necessary skills for applying it in the service of our society, and to expand the base of knowledge through research and scholarship.**

## **Goals**

For both undergraduate and graduate students, the university emphasizes the following goals:

- In-depth knowledge of a major field of study.
- Broad understanding of the sciences, social sciences, humanities, and the arts.
- Skills in communication and in critical inquiry.
- Multi-cultural and global perspectives gained through intellectual and social exchange with people of diverse economic and ethnic backgrounds active participation in professional, artistic, and ethnic communities.
- Responsible citizenship and an understanding of ethical choices inherent in human development.

## **Character and Commitment**

San José State University is a major, comprehensive public university located in the center of San José and in the heart of Silicon Valley. SJSU is the oldest state university in California. Its distinctive character has been forged by its long history, by its location, and by its vision—a blend of the old and the new, of the traditional and the innovative. Among its most prized traditions is an uncompromising commitment to offer access to higher education to all persons who meet the criteria for admission, yielding a stimulating mix of age groups, cultures, and economic backgrounds for teaching, learning, and research. SJSU takes pride in and is firmly committed to teaching and learning, with a faculty that is active in scholarship, research, technological innovation, community service, and the arts.

## **San José State University's Policy of Commitment to a Campus Climate that Values Diversity and Equal Opportunity**

San José State University is committed to creating a diverse community guided by core values of inclusion, civility, and respect for each individual. Such a community enriches the intellectual climate of the university and the educational experiences of its students, promotes personal growth and a healthy society, and supports a positive work environment. As a community that values and respects diversity, inclusion, civility and individual uniqueness, San José State University is committed to:

- Maintaining a climate where individuals feel welcome;
- Encouraging students to act, listen and speak with open minds; to value individual experiences and perspectives, and to appreciate differing viewpoints, for the purpose of promoting the free exchange of ideas that fosters a healthy and productive society;
- Encouraging faculty and staff to act with civility towards co-workers and colleagues while respecting differences and defending free inquiry;
- Providing an environment where diversity is viewed broadly to include but not be limited to: accent, age, ancestry, citizenship status, color, creed, disability, ethnicity, gender, marital status, medical condition, national origin, race, religion or lack thereof, sex, sexual orientation, transgender, and veteran's status;
- Actively recruiting, retaining and promoting a diverse workforce;
- Ensuring that federal and state laws pertaining to affirmative action, non-discrimination, equal opportunity and prohibition of harassment are fully enforced;
- Making reasonable accommodations for persons with disabilities;
- Ensuring that employers using the services of the SJSU Career Planning & Placement Center are equal opportunity employers;
- Ensuring that students and employees have ready access to information on procedures for filing complaints for non-compliance with laws or university policies, with safeguards to ensure that reports can be filed without intimidation or retaliation;
- Helping members of the SJSU community sustain and continually strengthen the university's commitment to diversity and equal opportunity;
- Promoting this policy through seminars, discourse and discussions.

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For more information on how you can learn more about campus policies and procedures visit the following links:

- Policies and Procedures: <http://info.sjsu.edu/static/catalog/policies.html>

*Source:* University Policy S01-13

## **PART II: SCHOLAR'S GUIDE TO ACADEMIC SUCCESS**

### **Transitioning to College & SJSU**

Whether you are beginning college right after high school or transferring to SJSU from another institution of higher education, you will face some adjustments. There will be some new academic rules and you will have a greater responsibility for your learning. Listed below are some suggestions for a successful transition.

- You have a lot of personal freedom to do what you wish. No one will be holding your hand to get the work done. You are treated as an independent adult and it is up to you to make the right decisions.
- Along with increased personal freedom comes increased responsibility. You are responsible for getting assignments completed on time without reminders from your professor. You need to obtain your own texts and supplies, and you need to be sure you have read the greensheet for each class to know what is expected of you.
- While having 3 to 5 college classes (9 to 17 units) *sounds* like less work than the 6 to 7 classes you had each day in high school, you'll find that your college courses involve more work outside of class. They often also involve more time inside of class. Budget your studies and other activities accordingly.
- You will be busy, but not too busy to enjoy your time at SJSU. Decide how to participate in some of the wonderful events offered throughout the year on campus.

#### **Additional tips for transfer students**

- Policies and procedures at SJSU may be different from your previous school(s). Never assume they are the same. The last day to drop your classes at SJSU is a very important date. After the drop date listed in the Schedule of Classes, you must have a serious and compelling reason to drop a class.
- Your academic standing at SJSU is based solely on SJSU grades. It is possible to be put on academic probation after your first semester here if your grades fall below a 2.0. An overall GPA will be calculated for graduation purposes.
- Make an appointment with your major department advisor during your first semester here.
- Take the upper division Writing Skills Test (WST) before or during your first semester at SJSU.

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For more information on how you can learn more about the transition visit the following links:

- [How is College Different from High School?](http://www.smu.edu/alec/transition.html) <http://www.smu.edu/alec/transition.html>

## **Keys to Success**

Here are some key ideas to increase your chances of success at SJSU. They are divided into three areas: Academic Success, University Life and Personal Growth. A common theme that connects all of the “keys” is the need to take personal responsibility for actions and behaviors that lead to success as a university student. Many of the suggestions offered below are discussed further in the rest of this guide.

### **Academic Success**

- Set high expectations and standards for yourself—you’ll enjoy your studies more and get more out of your college career.
- Don’t shy away from classes that provide opportunities to work on skills for which you need more practice.
- Read the catalog and class schedule—they have lots of crucial information, such as important dates (drop and add deadlines are firm), academic rules, degree requirements, and your rights and responsibilities as a student.
- Keep a calendar and review it daily.
- Be organized.
- Use your professors’ office hours. Ask questions and get to know a few of them well—you may need a reference someday.
- Become familiar with the many student services that are available to help you at SJSU.
- Keep everything the university sends you because you may need it later. Write down the name (and date) of any university employees who have given you some advice.
- Track your grades so you always know what your GPA is and whether you need to work on improving it.
- Read the SJSU policy on academic dishonesty. Don’t cheat and don’t help others to cheat. Demonstrate integrity in all of your work.
- Be sure you are proficient with basic technology (e-mail, word, spreadsheets, presentation software, Internet searching, and perhaps even Web page design).
- Continue to work on improving your verbal and written communication skills—you’ll find that you really only know what you can communicate.
  
- Come to class as prepared as you expect your professor to be.
- Don’t be afraid to ask questions.
- Have a plan for completing your degree. Know what you need to do to graduate.
- Take pride in your work. Don’t turn in papers that are messy or disorganized. Your work is a reflection of you—be sure it is your best.

## University Life at SJSU

- “Join” your university—meet people, take advantage of resources and activities. Read the *Spartan Daily* and SJSU Web site to find out what is happening on campus.
- Visit the Career Center every year—don’t wait until your senior year. There is a lot of information there to help you select a major, meet professionals in your chosen career path, and find jobs and internships. Sign up for the center’s e-mail reminder service.

## Healthy Mind, Body and Spirit

- Don’t forget about your family and friends once you’re on campus. They can still provide an important support network for you—even if only by phone or e-mail.
- Be able to learn from your mistakes. Learn from the comments you receive from your professors and even other group members in class. Think of criticism as a learning and growth opportunity.
- Don’t neglect your health. Make time for exercise, eating right, and getting adequate rest. Be sure you know stress reduction techniques and practice them.
- Take advantage of the tremendous diversity at SJSU. Meet people who are different from you in some way—find commonalities, see how differences lead to learning opportunities by expanding your frame of reference.
- Take advantage of your time at SJSU to broaden your horizons—sign-up for an Associated Students recreation activity, attend a concert or lecture, join a student club.

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For more information keys to success visit the following links:

- <http://tutorials.sjlibrary.org/plagiarism/index.htm>

## Setting Your Goals

Setting goals for yourself is important because the process

- Causes you to ask yourself what is important to you;
- Helps you to identify and prioritize your daily, weekly and monthly activities; and
- Helps you to measure your accomplishments.

Setting long-term goals is like having a personal mission statement to follow. Your mission statement should include your goals for your education, career and personal life.

Here are some factors to consider in setting and reaching your goals.

- **Know what is important to you.** What do *you* value and enjoy?
- Be sure your goals are as **specific** as possible. If your goals are not clear, you won't know how to reach them or be able to measure your progress towards reaching them.
- What are the **steps that you must take** to reach the goals? What is your plan to reaching your goals? Be sure the plan is specific and realistic.
- Know what your **timeline** is for completing the steps towards your goals.

**Write your goals down** and refer to them regularly.

- Don't forget that **you are the one responsible** for reaching your goals.
- Don't be afraid to periodically **rethink and reevaluate** your goals and reset them if necessary. You will change; the world around you will change.
- Have a **positive attitude** towards achieving you goals.

If you have **set realistic goals that are your goals** (not someone else's) and have a plan and a desire to reach them, you will be surprised at how successful you can be!

## Making the Most of Your Day

### **Be Organized**

- Use time-saving tools: appointment calendars, e-mail, file folders.
- Have an organized workplace (don't waste time constantly looking for your work).
- Use "to do" lists.

### **Plan Ahead**

- Determine how long your tasks will take.
- Consider whether any activities can be combined.
- Determine if big tasks can be broken down into smaller tasks that may be easier to schedule.

### **Prioritize Your Tasks**

- Use an A-B-C rating system for items on your "to do" lists with A items being highest priority.
- Look at all of your "to do" items to gauge the time requirement and whether additional resources will be needed to accomplish them. If yes, schedule time to obtain those resources. Don't postpone the small tasks.

### **Avoid Overload**

- Include time for rest, relaxation, sleep, eating, exercise, and socializing in your schedule.
- Take short breaks during study and work periods.
- Don't put everything off until the last minute. Don't cram for exams.

### **Practice Effective Study Techniques**

- Have an appropriate study environment.
- Read for comprehension, not just to get to the end of the chapter.
- Don't wait until the last minute to complete your projects.
- Read your greensheets and note all due dates on your calendar.
- Be attentive and participate in class. And, be punctual, prepared, and eager to learn.
- Turning off your cell will avoid any distraction from what you set out to do, study!

### **Be Flexible**

- The unexpected happens to all of us (sickness, car troubles, etc.); you need to be able to fit it into your schedule.
  - Know in advance whom to ask for help.
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## **Reading Course Materials**

Effective and timely reading of course materials is a very important part of the learning process and academic success. Listed below are some tips and reminders to assist you in this area.

- Keep up to date on your class reading.
- Be sure you have read the required assignments before class so you get more out of the classroom lecture and discussions.
- Get to know your course text. Review the table of contents to get an idea of what the focus of the text is. Also see if there are glossaries, answers to exercises, and other reference materials that will help you in learning the course material.
- Before reading, skim the chapter to see what the purpose is. Read the first few paragraphs and the last few paragraphs, as well as the headings in the chapter before reading the entire chapter.
- If using a highlighter, don't highlight everything, but only the important points—key concepts, facts and ideas.
- Don't ignore the pictures, diagrams, charts and items in the margins—they are there to help you understand the written text better.

- Read for comprehension, not just to get to the end of the chapter. Stop every few pages to ask yourself if you are understanding what you are reading. If you are not, slow down, remove distractions and see if you need to go back to review prior chapters, class notes or other reference materials to improve your understanding. Write down questions to ask in class or during your professor's office hours.
  - Take notes while you are reading the key concepts and facts.
  - Review the highlights of your texts regularly, rather than just before an exam.
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## **Taking Effective Notes**

Taking notes will be a key part of your college studies. You'll take notes during class, while reading course materials, and while conducting research in the library. Taking notes helps you to pay attention, stay alert, focus on the organization of material to aid in understanding it, and provides reference material to help you in learning new material. Listed below are some tips for effective note-taking.

- Be sure you have done the required reading before class—that will help you in organizing the notes you'll take in class when the reading is discussed. Review your notes from the last class too.
- Have a separate notebook for each course and keep all of your course materials and notes organized in the notebook.
- Don't attempt to write down every word. Use abbreviations to save time. Listen for key concepts and paraphrase them when you take your notes.
- Watch for words that signal that important points are coming—for example, “finally ...”, “the three key points are ...”, “in contrast ...”
- Read your notes soon after class is over so you can fill in any missing pieces and figure out where you have questions you'll want to check into when studying.
- If you are having difficulty with course content, try these study techniques: Take notes while you read. Outline the chapter. Paraphrase key concepts. Create a glossary of terms.
- Be sure your notes are dated and the topic clearly noted at the top to help you organize your notes.
- Experiment with different note-taking techniques to find one that works for you—one that helps you to learn and understand the material. Ask other students how they take notes—you may get some helpful ideas from them. Visit your professor during office hours and ask him or her to look at your notes and provide feedback. Check the Internet for web sites with tips on note-taking.

## **Studying—Why, When, How?**

Studying means completing class assignments and taking the time and steps to be sure you understand the subject matter of your class. It is also the process of improving learning skills to help you to become an independent, lifelong learner.

### **Why**

- Studying is more than just completion of the tasks of attending class, taking notes and reading the assigned materials. Studying means working to understand the concepts, definitions, rules, principles and other items that make up the subject matter of your course.
- Studying is what shapes the learning process for you, leads to understanding of the material and leads to high performance in your classes.

### **When**

- You should study at least 2 to 3 hours outside of class for every hour spent in class.
- Practice time management skills to be sure you set aside enough time for studying. Find out your best time of day for studying and schedule it on your calendar.

### **How**

- Attend and participate in class. Instructors emphasize key points and provide frameworks for understanding material. Class provides opportunities for discussions and to ask questions.
  - Read carefully and efficiently (see prior page on Reading).
  - Review class notes soon after class to fill in missing pieces and identify places where further study time is needed. Supplement class notes with notes from your reading.
  - Create a workable and comfortable study area for yourself—find out what works for you and use it.
  - If studying the course materials still leaves you with questions, ask your professor about additional study materials. Create a set of questions about the materials and bring them to class or to your professor during office hours.
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## **Making Your Learning Style Work For You**

Not everyone learns in the same way. Some people learn best by hearing an explanation (auditory learners), while others get more out of reading or reviewing diagrams (visual). Still others learn best when they are involved in a hands-on activity and movement, such as in a laboratory (kinesthetic). If you don't know your learning style, there are workshops and resources to assist you (check out the Web site). Below are some tips on techniques you can consider to maximize your learning in light of your particular learning style.

### **Visual Learners**

- Draw diagrams and pictures to help explain what you are reading or hearing in class.
- Rewrite your notes. Create flashcards to aid in studying.

### **Auditory Learners**

- Join a study group so you can talk about the course materials with others.
- Read your notes out loud while studying. Also consider tape recording them and playing them back for studying.

### **Kinesthetic Learners**

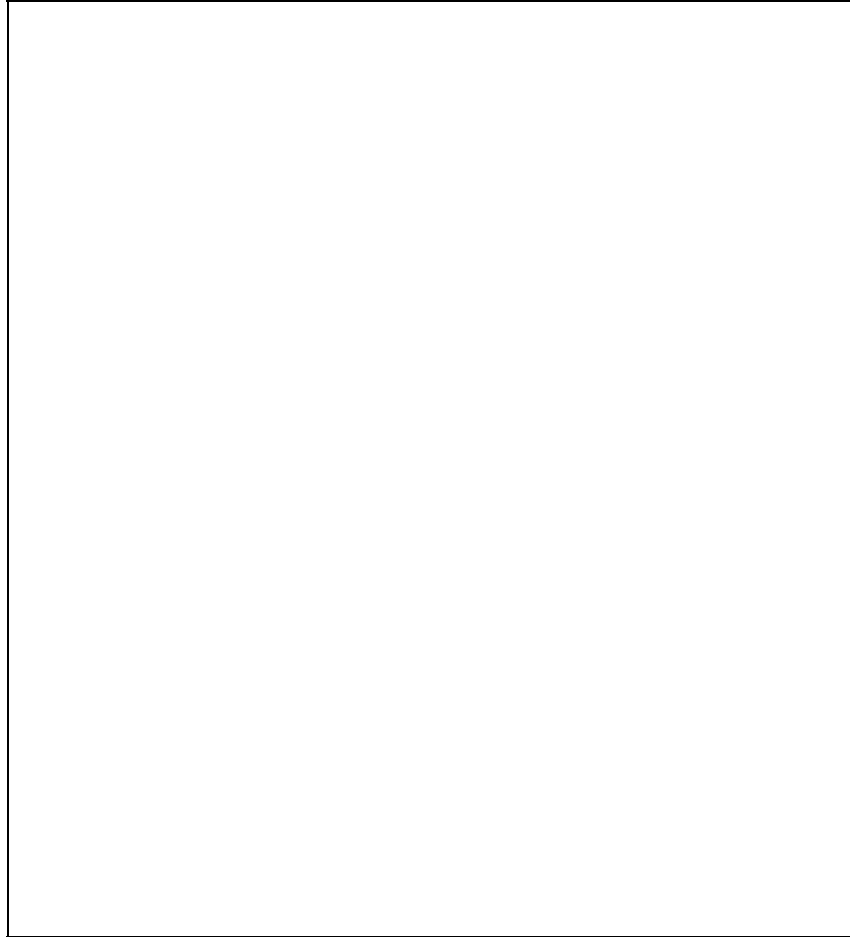
- Move your finger tips under each line of the text you are reading.
- Walk around the room while you study—engage in some type of body movement.

Just as students have different learning styles, so do your professors. Your professors will tend to teach in a manner that reflects their learning style. For example, an auditory professor may not write information on the board as often as a visual person would. You need to be able to adapt to be sure you utilize study and learning techniques that reflect your learning style, despite the techniques used by your professor.

Take time during your first year at SJSU to identify your learning style. Also experiment with different classroom and study techniques that will enable you use your learning style to obtain the optimum benefit.

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## Getting To Know Your Metropolitan University



Listed here are key locations you will likely visit as a new student.

**KING** (Martine Luther King Jr. Library)

**CAF** (Cafeteria): At the Old Cafeteria Building you'll find a place to make photocopies, eateries, and the Student Life Center, where you can learn about student clubs and organizations.

**4<sup>th</sup>, 7<sup>th</sup>, and 10<sup>th</sup> Street Garages**: In addition to parking in these garages check out the Park & Ride at South Campus which is free to students and provides a shuttle service by the Engineering Building and Duncan Hall through out the day. The VTA is a few blocks from campus (on 2<sup>nd</sup> Street) as well as the Public Parking Lots scattered throughout downtown (the nearest to campus being on 3<sup>rd</sup> street) which are free after 6:00pm on weekdays.

**SU** (Student Union): The Student Union is where you'll find the bookstore, a computer lab, Associated Students services, a mail box, a PG&E pay station, and one of the campus eateries. A bowling alley, arcade, and ping pong room are also available.

ADMIN (Administration Building): The Administration building is where you'll find the Disability Resource Center, International Services, as well as Counseling Services.

SSC (The Student Services Center): The Student Service Center includes:

Academic Services  
Admissions and Records  
Bursars Office  
EOP Office  
Enrollment Services  
Financial Aid and Scholarships  
Graduate Studies and Research  
Student Outreach  
Testing

EC (Event Center): The Event Center includes fitness facilities for students, sporting events and concerts, and indoor basketball courts. The pool is nearby.

## **Getting to Know the SJSU Campus**

The best way to get to know the campus is to have a map and go exploring. It is a good idea always to have a map with you. You can find one in this guide, as well as on the back page of the Schedule of Classes. Here are a few things you'll want to know about.

**Study Areas**—You'll find study spots in the campus library, Student Union, and outdoor benches and tables.

**Food**—There are eateries in the Student Union and Old Cafeteria Building. You'll find vending machines and coffee stands around campus and many restaurants not too far from campus.

**Computer Labs**—Computer labs are provided for your use in the library (2nd floor), Washington Square Hall 119, MacQuarrie Hall 332, Student Union (top floor), and Sweeney Hall 333. It is recommended to visit your departments main office and ask if your major provides a lab for its students. Most majors have a designated computer lab, which will include programs and applications you will need to complete your assignments. It is always best to ask!

**Transportation**—Parking is provided in the 10th, 7th and 4th Street garages, as well as the South Campus (with a free shuttle to the main campus). You'll also find both light rail and bus routes close to campus. Bicycle enclosure space is available for free. Information about alternatives to driving can be found in the Transportation Solutions Center in the Student Union.

**Safety**—Should you need to contact the police or request an evening guide escort, you can use any of the "blue light" phones located both inside and outside of buildings throughout campus. Contact the UPD at 924-2222.

**Academic Home**—It is a good idea to know where the department and college offices are located for your major as you will need to visit them to find out about advising and orientation. Check the SJSU Web site or ask a professor from your department.

**Lost?**— Not sure where to find what you're looking for? Stop and ask someone, ask your professor, stop by the Information Desk in the Student Union, or check the SJSU Web site.

## **Using the Library**

The San José State University Library provides a wide variety of services and materials that will help you complete your classwork and research assignments. The library is located on campus on the corner of 4<sup>th</sup> Street and San Fernando Street across from Bank of America.

### **The Library has:**

- 475,000+ square feet
- 11 acres of space
- The building has a capacity of 2 million volumes
- 5 public elevators, escalators to the 4th
- 3,600 seats (more than double the combined seating of previous library facilities)
- Over 1 million visitors served per year
- The Library is free and open to all - no identification or proof of residency is needed to use or enjoy materials within the Library

**To all this information and more is the library's website:**

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

### **In the Library, you can:**

- Watch, listen to, and check out videos, CDs, and DVDs.
- Find a table, desk, private study room or comfortable chair at which to do your work.
- Check out library materials using your Library Card that you must apply for.
- Read current magazines.
- Ask a librarian at the reference desk located on all eight floors to help you with questions you may have about the using the library.

### **Additional tips for library success:**

Library Hours are always posted on the library homepage, at the library's front door, and on each floor between the elevators.

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For more information on how you can find more about our library visit the following link:

Tutorial on How To Use The Library: <http://tutorials.sjlibrary.org/librarybasics/index.html>

Floor Directory of the library: <http://www.sjlibrary.org/about/locations/king/floors/floor1.html>

## **Being Information Literate**

Finding, evaluating and using information are valuable skills that will contribute to your success in classes at San José State and after you graduate.

### **Students who are information literate are able to:**

- Recognize when information is needed . (Know that they don't know.)
- Locate, evaluate, and use the information. (Decide what is useful information and what is not useful.)

### **To do this, students need to be able to:**

- Determine what kind of information is needed.
- Know where to find it.
- Be able to evaluate its usefulness.
- Use the information effectively in papers and presentations.
- Understand what plagiarism is and how to avoid it.
- Work with librarians and instructors so they can help individuals locate, evaluate and use information sources effectively to complete assignments and papers.

### **Successful students:**

- Use the Library Catalog to make sure they find enough books on their topic.
  - Use the electronic databases to make sure they find enough journal articles on their topic.
  - Ask their instructor when they have questions about assignments.
  - Ask a librarian when they have questions about where to find information to complete their assignments and to obtain additional study materials.
  - Take advantage of on-line tutorials available at the SJSU library Web site to improve their information literacy skills, which are crucial skills for a university-level student and lifetime learner.
  - Use the library and Web sources to obtain information to improve their understanding of course subject matter.
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## **Selecting Your Course of Study**

Understanding the purpose of a college education is an important first step to selecting your course of study.

**Purpose of College:** The purpose of a baccalaureate education is to become an educated person and lifelong learner. A university education provides students the opportunity to develop skills and expand their knowledge in broad foundation areas (such as General Education courses) and more specific subject areas (through their major and minor).

Earning a baccalaureate degree is much more than a “ticket to a better job.” As described by the CSU Academic Senate, undergraduate students “learn to locate, evaluate, analyze, synthesize, and create information. They are able to think critically, understand methods of inquiry, communicate their work effectively, and integrate and apply knowledge from various fields. They appreciate the arts and the importance of imagination and creativity. The educational process prepares them to respect intellectual and cultural perspectives different from their own and to engage in civil and informed discourse over such differences. Graduates are prepared to respond to and participate in change.”

**Purpose of General Education:** GE involves both the development of skills and the acquisition of knowledge through the study of facts, issues, and ideas. The SJSU GE program is designed to help students to deal with complex issues and problems using disciplined analytic skills and creative techniques, and to develop analytical skills and reasoning powers.

Select GE courses that will help you expand your breadth of knowledge—help make you a well-rounded person. View your GE courses as not just expanding your subject matter knowledge, but providing you with important skills to help you become a lifelong learner. You will need these reasoning and critical thinking skills in your major and minor courses.

**Selecting a Major:** Know what you are interested in—what do you have a passion for? What area is supported by your basic skills, interests and personality? Choosing a major is not an easy decision. Review the SJSU catalog to learn about your choices, talk to professors and students in different areas, visit the Career Center, visit Educational Counseling (ADM 201). Find out if your career field requires a specific major (many do not). If you find that you don’t have a passion for what you are studying in your major, change your major. You won’t be alone— the average student changes his/her major at least three times.

Selecting your major is a personal choice and you have many options at SJSU. There are many resources available to help you—take advantage of them.

## Managing Your Finances

Managing your finances is an important part of your academic success. Worries about money will take time and attention away from your studies and participation in university life. Consider these tips to manage your finances effectively.

- **Create a budget for yourself**—Be sure the budget includes your cash inflow (scholarships, gifts, wages) and outflows (university fees, books, personal expenditures, etc.). Be sure to update it regularly. After registering for classes, use the SJSU Bookstore Web site to find the cost of your books so you can include that in your budget too. If you don't have enough funds to cover your expenses, ask yourself what expenditures you can eliminate and look into financial aid, student loans, assistance from relatives, and/or part-time employment.
  - **You'll need to have cash** to buy books, supplies and food. Financial aid checks may not arrive early enough, so it is a good idea to have about \$400 minimum in a bank account should you need it.
  - **Be a smart consumer**—Look for low-cost options. Use your Tower Card to obtain free public transportation and low-cost health services. Ask vendors if they offer student discounts.
  - Visit the SJSU financial aid Web site to see if there are **grants, scholarships or loans** available to you. Apply for scholarships—many have few applicants.
  - **Stay away from credit cards**—Many college students get themselves into debt because of easy-to-get credit cards. Consider having one with a very small credit limit for emergencies—but just emergencies.
  - **Seek assistance**—SJSU offers workshops on money management, obtaining financial aid, and finding part-time employment.
  - **Think before you spend!**
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## Seeking Assistance

There are many places on campus to seek assistance on matters involving selection of classes and major, general education, career planning, financial aid, student rights, university procedures, health issues, and more. Listed here are a few types of services commonly needed by students. If you are ever unsure of where to go to get a question answered or obtain other help, please check the SJSU catalog, the SJSU web site, the main office of your college or department, your professor, Associated Students, or the information desk in the Student Union, which is located on the second floor across from The Bookstore.

**Major:** You should meet with the academic advisor for your major during your first year at SJSU. Stop by your department office if you are unsure who your advisor is. Undeclared majors should make an appointment at Academic Advising in the Student Services Center for assistance with course selection.

**General Education:** GE advising for all students is by appointment only in the Student Services Center (924-2129).

**Course Issues:** If you have a problem with your course work or a dispute about a grade you receive, consult first with the professor. If the issue is not resolved, do the following in the order presented:

1. Talk to your major advisor.
2. Consult with the department chairperson .
3. Talk to the associate dean of the college.
4. Speak with the dean of the college.

**Counseling:** Make an appointment at the Counseling Services Center for assistance with personal or educational issues (924-5910).

**Tutoring & Skills Development:** Both individual and group tutoring in a variety of subjects, as well as workshops to help improve basic skills in math and English, are available in the Student Services Center. You should ask your professor or department office if tutoring is available related to your major courses.

**Financial Aid:** Stop by the Financial Aid Office in the Student Services Center if you have questions about grants, scholarships or loans.

**Career & Job Assistance:** Visit the Career Center to learn about different careers, to find a part-time job, to sign up for a workshop on writing a resume or improving your interview techniques, or to find information to help you select a major.

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## Understanding University Terminology

To navigate through the university successfully, you need to understand the terminology the university uses to describe the various components of the degree and the materials available to map your degree plan. Visit [www.sjsu.edu/spartanguide](http://www.sjsu.edu/spartanguide) for more terms.

- A **degree** consists of classes taken in your chosen major, general education, perhaps a minor, and electives. A minimum of 120 units is needed to complete a degree. Depending on your major, more units may be needed.
- A **major** is a selected academic discipline or subject in which a student specializes while working toward the degree; a major normally includes about one-third to one-half of the total undergraduate units.
- A **minor** consists of courses in an area of interest other than your major. Some majors do not require a minor.
- The **general education** requirements are a broad spectrum of courses designed to increase your ability to communicate effectively and acquire knowledge through the study of facts, issues and ideas. All students must take the general education requirements.
- The **SJSU University Catalog** outlines the required courses for every degree offered at SJSU, the policies and procedures of SJSU, student rights, and other pertinent information. The catalog of the year you entered SJSU lists the requirements you will follow for graduation, even if the requirements change in future catalogs, as long as you remain in continuous attendance.
- The **Schedule of Classes**, published every semester, lists courses offered each semester and provides key policies and procedures of the university. Because policies and procedures change periodically, it is essential for a student to read the beginning of the Schedule of Classes every semester.
- A **major advisor** is a person in your chosen major department who will inform you of the requirements needed for the major and the correct sequence for taking the required courses. The major advisor is also an important person to consult with about your educational experience at SJSU and career goals.
- An **academic advisor** will help you interpret what general education requirements apply to you and the correct way to pick what courses you need according to your major. They are located in the Student Services Center (SSC).

## **PART III: A SPARTAN FROM THE START:** **An Overview of University Life at SJSU**

### **SJSU ...**

The “metropolitan university” of  
Silicon Valley.

The home of the **Spartans!**

The oldest institution of public higher  
education west of the Mississippi River.

A place of learning for  
more than 22,000 undergraduates  
and more than 5,000 graduate students.

A busy campus, where you can join one or more of 200 students clubs.

A gathering place of scholars, with  
1,600 professors dedicated to  
helping SJSU students succeed and  
become lifelong learners.

A crossroads of cultures, where students and faculty  
from numerous ethnicities, races, lifestyles and  
backgrounds live, work and learn together.

Home of the  
“gold, blue and white”  
(SJSU colors since 1961).

A Western Athletic Conference (WAC) member with 16 sport teams.

A crucial provider of an educated workforce,  
information and innovation for Silicon Valley.

## **SJSU – A Part of California History**

As a San José State University student, you are part of a rich and fascinating history that ties to the history of California, the City of San José, teacher training, and higher education. SJSU is the oldest public institution of higher education on the West Coast. San José State began as Minns' Evening Normal School in San Francisco in 1857 – during the California Gold Rush. This city school became a state school—the California Normal School, created by the California legislature in 1862. In subsequent years, several cities attempted to get the school to relocate and San José was selected by the California legislature in 1870. The cornerstone of the new school building at the Washington Square site donated by the City of San José was laid on October 20, 1870.

1857 versus today: Things have indeed changed. In 1857, the Normal School's purpose was solely to train teachers. Today, training of K-12 teachers remains a significant part of the university's activities, but, in addition, San José State offers more than 130 undergraduate and graduate degree programs. In 1870, the population of the City of San José was about 9,000. Today, the city has a population exceeding 900,000 and San José State University itself has over 27,000 students.

A few more interesting facts about SJSU ...

- The Student Body was organized in 1898. In 1923, it was renamed Associated Students (see pages 34-35).
- There has been a school paper at SJSU since 1867 when the *Acorn* began. In 1934, the *State College Times* was replaced by the *Spartan Daily* which continues as the campus paper. You can find the archives in the campus library.
- SJSU has had a football team since 1892.
- San José State College became CSU, San José in 1972, marking the achievement of university status. In 1974, it was renamed San José State University.
- The campus celebrated its centennial in 1957 with the theme: "Pioneers for 100 Years."
- SJSU now consists of 8 colleges: (1) Applied Sciences & Arts, (2) Business, (3) Education, (4) Engineering, (5) Humanities and The Arts, (6) Science, (7) Social Sciences, and (8) Social Work, as well as a Division of Extended Studies and International Programs

## Student Clubs & Organizations

More than 200 student clubs and organizations at SJSU offer you a wide range of opportunities to interact with your fellow students. Information concerning these clubs, amongst many others affiliated with SJSU can be found at the Student Life and Learn/ing Center, located across from the music building. Types of clubs include:

**Career/Major**—These types of clubs typically sponsor events where professionals provide career insights, as well as social events.

**Sports**—There are clubs for diving, bowling, sailing, triathlon, and several other recreational activities.

**Social**—There are clubs where people with common social and cultural interests can meet.

**Honor**—These clubs have some type of GPA and/or invitational requirement.

**Fraternities (men) & Sororities (women)**—“Greek” life organizations typically have a specific purpose and membership requirements.

### **Men’s Sports**

Baseball  
Basketball  
Cross Country  
Football (Div. I-A)  
Golf  
Soccer

### **Women’s Sports**

Gymnastics  
Basketball  
Cross-country  
Softball  
Golf  
Soccer  
Swimming  
Tennis  
Volleyball  
Waterpolo

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For more information on SJSU activities visit the following link:

[http://sa.sjsu.edu/sll/programs/student\\_org/org\\_list.html](http://sa.sjsu.edu/sll/programs/student_org/org_list.html) **Great listing of all clubs and organizations on campus**

## **Associated Students**

Associated Students at SJSU is the oldest student government organization in the state. Associated Students (A.S.) is a California non-profit corporation. The function of Associated Students is to serve the university by engaging in activities that further the academic mission of the university.

All affairs of A.S. are governed by a 13-member board of directors plus the chairperson. There are also three Executives who are responsible in administering the affairs of A.S. and to put into operation all the laws passed by the board.

Students registered at San José State University who have paid the student body fees are members of the A.S. These association fees generate about \$5.8 million to form the yearly budget administered by the A.S. Board of Directors. The A.S. budget allows the student government to be a powerful agent on the campus, and to provide a wealth of programs and services to students.

A.S. money is available for campus recognized clubs and organizations' events and activities. Interested organizations may pick up an application at the A.S. Government Office in the University House (in front of Duncan Hall) or visit the A.S. website at (<http://as.sjsu.edu>). The A.S. Scholarship Endowment provides at least 20 \$1,500 scholarships annually. The scholarship applications are available online.

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## **Associated Students Programs and Services**

### **A.S. General Student Services Center**

Located on the main level of the student union, students can cash checks, pay utility bills, buy various forms of health insurance and obtain legal counseling. Student organizations keep and manage their accounts here as well.

### **A.S. Campus Recreation**

Organizes all on and off campus recreation events from workouts in the Event Center to kayaking in Baja, Mexico.

### **A.S. Child Development Center**

A state-of-the-art facility located on 8<sup>th</sup> St. and San Salvador that provides care to over 100 children of SJSU students. Fees for using the facility are based on a sliding scale structure based on income.

### **A.S. Book Loan Program**

Gives a \$150 voucher for general education books to students with financial need.

**A.S. Print Shop**

Provides low priced self and full service copying services, located next to the Market Café.

**A.S. Computer Services**

Includes the newly built computer lab located on the top floor of the student union and the laptop rental program. Both PCs and MACs are available and laptop rentals are \$25 per week. Students may also bring their own computer to the center for help with upgrades and maintenance.

**A.S. Transportation Solutions Program**

Provides free public transportation to enrolled students in the form of a VTA (Valley Transit Authority) sticker given to them each semester. Provides free trip and carpooling information and access to the 5 bike enclosures located around campus, which are available to students for a \$10 key deposit.

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For more information about Associated Students and how you can get involved visit the A.S. House or <http://as.sjsu.edu/>

## **Campus Special Events**

SJSU is a large campus and there are lots of activities taking place everyday in addition to classes. SJSU offers a variety of lectures, concerts, open houses, seminars, and workshops each week. Examples of these special events are described below. These events provide a wonderful opportunity to broaden your horizons, meet new people and to have fun.

**Special Lectures:** SJSU has a long tradition of bringing famous people to campus to deliver a lecture. In the 1890's, Jane Addams spoke about Hull House, author Jack London delivered a special lecture in 1901, and Helen Keller and her teacher Miss Sullivan were on campus in 1914. In more recent years, Erin Brockovich, Gloria Steinem, Norman Mailer, and Luis Valdez spoke on the campus.

**Entertainment:** Students and faculty in the College of Humanities and the Arts present concerts, dance recitals and theatrical performances weekly. The Associated Students sponsors an annual Blues Festival, and a variety of music groups perform in the Event Center.

**Workshops:** There are a variety of workshops offered by the MUSE Program, Student Life Center, Counseling Services, the Career Center, the Health Center and others to help you in your studies, your career preparation, and your personal growth.

**Athletics:** Numerous games are played every week by SJSU's 16 sports teams in addition to club sports, such as badminton, bowling, judo, and rugby.

**Participate in campus life—Enrich your college experience and broaden your horizons!**

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For more information on how you can find more about campus special events visit the following link:

- Recreation On Campus: <http://as.sjsu.edu/ascr/index.jsp>

## **Getting Information about Campus Events**

There are a few different ways to learn about campus events. The best source is usually to read the “Sparta Guide” in the *Spartan Daily* each day. It lists some upcoming student club meetings and guest lectures.

Also, there are usually posters on campus announcing student club meetings and special events. The SJSU Web site also provides information on many of the events taking place each week on campus.

You can also sign up to receive a weekly e-mail—“SJSU This Week” that lets you know of faculty and student accomplishments and the variety of lectures, concerts, workshops, and entertainment taking place that week. (Visit [www.sjsu.edu/spartanguide/](http://www.sjsu.edu/spartanguide/) for information on how to subscribe.)

### **Key Information Sources for SJSU Events**

- *Spartan Daily*
- *News & Events* on the SJSU Web site
- Posters around campus
- Information Desk in the Student Union
- Fellow students
- Department and college Web sites
- MUSE Web site (frosh): [www.sjsu.edu/muse/](http://www.sjsu.edu/muse/)

## **Spartan Pride**

### **What’s so great about SJSU?**

Lots! For example,

- The SJSU community is a richly diverse one, comprised of people of many different ethnicities, cultures, educational backgrounds, and ages.
- Silicon Valley firms employ more graduates from SJSU than from any other university in the nation.
- SJSU partnered with the City of San José to create a significant new library to serve the needs of the campus and surrounding community.
- SJSU is the only CSU campus that has an extended undergraduate and graduate program in nuclear science.
- The Ira F. Brilliant Beethoven Center at SJSU is the only research facility in North America solely dedicated to the study of the life of the composer. It has the largest collection of Beethoven material outside of Germany, including a lock of the great composer's hair.
- Three SJSU cultural anthropologists have become international experts on how people survive and thrive in Silicon Valley. Drawing on their 11 years of research

on Silicon Valley, Professors Jan English-Lueck, Charles Darrah and James Freeman have been consulted and interviewed by the BBC, *USA Today*, *Newsweek*, and many more.

- In 2000, a 16-member team of manufacturing systems students beat out 15 other universities to win the grand prize in competition sponsored by the Society of Manufacturing Engineers for a wheelchair, called the Grasshopper, that is designed for use on "off-road" terrain.
- The SJSU football team beat Stanford three years in a row (1998, 1999, 2000).
- SJSU alumni have won a total of 18 Olympic medals over the years.

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## **SJSU Traditions**

### **Spartan Alma Mater**

Hail, Spartans, Hail!  
Hail, gold, blue and white!  
We pledge our hearts and hands  
To keep thy colors ever bright.  
Forward we go! We will not fail!  
Sing to our Alma Mater,  
Hail! Hail! Hail!

- “Spartans” - the nickname for SJSU students and alumni that was adopted by the student body in 1925.
- The Spartan Alma Mater (see above) is sung at graduation and other special events.
- Honors Convocation is held every spring semester to recognize students for their academic success in becoming Presidential or Dean’s Scholars.
- Tower Hall, built in 1910, is a well-known campus symbol.
- Homecoming is held as part of one of the fall football games.



The brick and tile design shown above is a historical, yet modern, representation of the SJSU campus. It depicts part of the red brick and Faience tile pattern from the front of Tower Hall, built in 1910, that has been stylized as a symbol of SJSU’s innovative future. You will find this distinctive mark and the SJSU logo (front cover) on SJSU’s Web pages and publications.

For more information concerning SJSU's policy on photos and logos visit the following link:  
<http://www.sjsu.edu/publicaffairs/images/>

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