VISION
The University of San Francisco will be internationally recognized as a premier Jesuit Catholic, urban university with a global perspective that educates leaders who will fashion a more humane and just world.

MISSION
The core mission of the university is to promote learning in the Jesuit Catholic tradition. The university offers undergraduate, graduate, and professional students the knowledge and skills needed to succeed as persons and professionals, and the values and sensitivity necessary to be men and women for others.

The university will distinguish itself as a diverse, socially responsible learning community of high quality scholarship and academic rigor sustained by a faith that does justice. The university will draw from the cultural, intellectual, and economic resources of the San Francisco Bay Area and its location on the Pacific Rim to enrich and strengthen its educational programs.
The real measure of our Jesuit universities lies in who our students become.”

— Peter-Hans Kolvenbach, SJ

WELCOME USF STUDENT AND FAMILY!

We are enthusiastic to you have join our Dons network. This is an exciting time for you, and we’re here to support you through every step of the journey.

You are an important part of the University of San Francisco community and integral to your student’s success in college. This guide has been designed to provide information on the university and resources for you to assist your student transitions into adulthood.

USF establishes relationships with its students based on their status as emerging adults and is committed to fostering their development and self-direction. In this context, USF expects that its students will assume primary responsibility for their own education and well-being. We also understand that families play a central role in their students’ continuing development and education, and we hope to work in partnership with you.
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TIPS FOR TRANSITION

Whether students are in their first year at the University of San Francisco (USF) or their last year, the family’s ability to serve as a resource for their student can lead to a healthier and more successful college experience. This next step will be a learning and growing experience for everyone involved, here are a few tips to guide your relationship with your student over the next four years.

TRUST YOUR STUDENT AND STUDENTS, TRUST YOURSELF

The first year at USF is about self-discovery and exploration. Through their academic journey, students will identify their strengths and limitations both academically and personally. Have faith in the values you have imparted to your student and let them know that you trust their judgment. Remember that a major does not have to prescribe a career and that your student will be most successful in the classes that most interest them.

DEFINE CLEAR EXPECTATIONS

Creating clear and concise expectations with your student will be important in establishing independent practices. For instance, determining a monthly budget, home visits, and academic expectations will allow both the student and the family members to feel at ease while the student is away from home. To begin the path to independence, families should share information around financial obligations to the university, the importance of health care management, and getting involved on campus as a beginning networking opportunity for future employment.

BECOME FAMILIAR WITH UNIVERSITY RESOURCES

Understanding the structure and expectations of the university will be essential in your student’s success at USF. This guidebook is a tool that families can use to be a resource for their students. FERPA prevents families from having access to their student’s academic and personal records. However, having an understanding of university resources will better equip families to help guide their students to the appropriate office or department when the time arises.

DETERMINE A COMMUNICATION PLAN

This plan will change over the course of the four years, however, it is an important conversation to have continuously. We encourage you to discuss how often and when you will communicate with each other during the week. As a family member, you may want to check in with your student briefly each week by phone call or texts.

For more information and resources about the college transition, visit collegeparents.org.
OVERVIEW OF SERVICES
At the Center for Academic and Student Achievement (CASA), we provide compassionate and personalized support to the undergraduate student population at USF, from orientation to graduation. Our team of professional academic success coaches is committed to empowering students through coaching to achieve academic success, providing a supportive environment that promotes personal growth and the values of a Jesuit education, connecting students to academic programs and resources on campus designed to support their success, and helping students develop skills to successfully meet the demands of USF’s rigorous curriculum. We also work closely with faculty and staff to engage in academic interventions, ensuring our students have the proper support in place to stay on track to complete their degree.

PARENTS CAN HELP
CASA staff follow FERPA guidelines, please see page 25 for an explanation of FERPA) and therefore are only able to share information with families as permitted by the student. However, the office is available to engage parents in collaborative dialogues that support their student’s success. Encouraging your student to regularly visit with their success coach to help ensure their academic success is highly beneficial throughout student’s career at USF.

FREQUENTLY ASKED QUESTIONS
How do students find out who their academic success coach is?
In August, prior to arrival on campus, all new students receive an email and welcome postcard from their assigned academic success coach. If this information has not been received, students may call (415) 422-5050 to find out who their academic success coach is.

How do students make an appointment to meet with their academic success coach?
During the academic year, academic success coaches are available to meet with students Monday through Friday, from 9 a.m. to 5 p.m., or during drop-in hours in the residence halls. To make an appointment, students are encouraged to utilize the online appointment portal through myUSF (myusf.usfca.edu). MyUSF allows online access around-the-clock to key information and resources. Appointments can also be made.

Appointments can also be made over the phone by calling (415) 422-5050, or in person at our CASA front desk located within the University Center, third floor.

What is the difference between an academic success coach and a faculty adviser?
All students are assigned a faculty adviser within their major and an academic success coach in CASA.
Faculty advisers serve an important role in guiding students through their major and four-year planning, which includes core courses, major requirements, and other university requirements. Most departments require a student to meet with their faculty adviser at least once a semester. Students are also encouraged to meet with their faculty adviser for expertise and knowledge around internships and career opportunities.

Academic success coaches focus on building personal relationships that support the student’s individual development and academic success. Success coaches serve an important role in helping students to navigate challenges that may be affecting their academics. These challenges include time management, study skills, self-advocacy, or personal matters (stress, homesickness, roommate conflicts, financial needs). We often collaborate with faculty on many student cases, consulting on decisions that are in the student’s best interest, to deliver the holistic student support that we are committed to at USF.

What are some reasons to visit CASA? How can CASA assist students?
The CASA front desk staff are very knowledgeable in answering questions a student may have, and triaging a variety of requests by making referrals to other departments on campus. Many academic forms, such as the add/drop course registration and study abroad, to name a few, are collected through the CASA front desk.

Academic success coaches are primarily available for one-on-one academic coaching, providing a safe environment where students can discuss personal or academic challenges they may be experiencing. This can range from getting advice about changing or exploring majors, managing a work-life balance, connecting to campus resources, or preparing for graduation. If they don’t have the answer, they will connect you to someone who does. Students are welcome to visit their academic success coach at least once a semester.
STUDENT FINANCIAL SERVICES
Location: Lone Mountain, 203
Email: financialaid@usfca.edu, studentaccounts@usfca.edu
Phone: (415) 422-2020

OVERVIEW OF SERVICES
Student Self Service (via myUSF): Gives students access to registration, financial aid information, student account, holds, and more.
View & Pay: Provides access to account information, the ability to create an authorized payer and make a payment, and to enroll in the payment plan.
Bills are available only online.
• Student notifications are sent to the student’s USF email address. Email notifications are also sent to authorized payer(s).
• You can receive bill notifications via text messaging by updating the user preferences in View & Pay.
• View bills through View & Pay.
• Authorized payer access is granted by the student. This enables parents to view bills and make online payments.

OFFICE OF THE UNIVERSITY REGISTRAR
Location: Lone Mountain, 217
Email: registrar@usfca.edu
Phone: (415) 422-7260

OVERVIEW OF SERVICES
The Office of the University Registrar maintains the permanent academic records of current and former students. This office supports teaching and learning by administering the academic policies of the university, schools, and college, through an array of academic and enrollment services to students, faculty, academic and administrative departments, alumni, external agencies, and the public. These services include, but are not limited to: general academic information, registration, program and curriculum management, classroom scheduling, end-of-semester course evaluation, degree evaluation, graduation clearance, transcript services, enrollment verification, certification for veteran’s education benefits, and student privacy compliance (FERPA). The Office of the University Registrar supports USF’s diverse academic community that is consistent with the university’s vision, mission, and values. The office is guided by the principles of respect, integrity, accuracy, and confidentiality.

FREQUENTLY ASKED QUESTIONS
Which calendar does USF follow?
There are two semesters (fall and spring), a three-week intersession in January, and seven summer sessions that begin in late May and end in mid-August. Please refer to the academic calendar in this guidebook for specific dates for registration, payment, move in and move out, etc.

What is the average course load and credit requirement to be a full-time student?
The average undergraduate course load is 16 credits per semester. An undergraduate is considered full time if enrolled for 12 or more credits and part time if enrolled for fewer than 12 credits.

What is the credit-hour limitation?
The average course load per semester for a full-time student is 16 credit hours. Any credit hours over 18 are considered an excess load. A petition to take excess credit hours will be considered only when presented by a student whose scholastic ability has been demonstrated to the satisfaction of the student’s dean. The usual requirement is a 3.5 grade point average in the semester immediately preceding the presentation of the petition. Each excess credit hour is charged at the same rate as courses taken on a per credit hour basis.

What does “good academic standing” mean?
A student in good academic standing is one who is making satisfactory academic progress as defined by the General Catalog and who has met all of the financial obligations to the university.

This does not grant authorization to discuss student matters with USF staff.

There are a number of ways to pay:
• Online payments
• Payment plan
• Personal checks, bank checks, and money orders
• International bank wire transfers
• International bank drafts
• Special and third-party billing

Find more information about all of these options here: usfca.edu/payment

HOW FAMILIES CAN SUPPORT THEIR STUDENTS
• Create authorized payer(s)
• Complete Student Consent to Release Information and Online Refund Authorization in Student Self-Service Banner.
• To avoid the monthly late fee of 1.5 percent, pay in full or enroll in the payment plan by September 1.
When do continuing students register for classes?
Registration for continuing students takes place during the preceding semester for any given fall or spring semester and on designated dates at the beginning of intersession and summer sessions. A student is not considered registered until tuition and fees have been paid.

Is pass/fail a grading option at USF?
Students are permitted to enroll in specified courses on a pass/fail option basis. The objective is to encourage students to widen their academic horizons by enrolling in courses of interest that will benefit their general education without the burden of competing with students in the major. Core curriculum and major requirements courses may not be taken pass/fail.

May I have access to my student’s grades?
Families may not have access to their student’s grades without the written permission of their student. The Family Education Rights and Privacy Action (FERPA) of 1974 provides students with rights of access to their educational records and protects the privacy of student records. Only material classified as directory information, as defined in the General Catalog, can be released without student consent. Permission to disclose non-directory information to a third party, including parents, must be filed with the Registrar’s Office and other offices with records regarding the student. Students may access any written academic records directly concerning them. There are some records, however, such as parents’ financial records, to which a student has no right of access.

How many hours should my student be studying?
Generally speaking, students should plan to study two to three hours per week for each credit enrolled. For example, in a 4-credit history class, they should plan to study at least eight to 12 hours each week for that class. So, in general, a student taking a full load of 12 to 16 credits should study about 40 hours a week.

Where can I refer my student for academic assistance?
For general academic advising information, your student can contact the Center for Academic and Student Achievement (CASA). As many students transition from high school, find themselves struggling to adjust to the academic expectations of college. If your student experiences this, refer your student to our Learning, Speaking and Writing Center. If academic problems seem to be causing severe anxiety or depression, refer your student to Counseling and Psychological Services immediately. Sometimes, academic difficulty may be a sign that your student is in the wrong major. Students in these situations can consult with their faculty adviser.
RESIDENCE AND COMMUNITY LIFE

STUDENT HOUSING AND RESIDENTIAL EDUCATION (SHARE)

Location: University Center, Fifth Floor
Phone: (415) 422-6824
Email: share@usfca.edu

OVERVIEW OF SERVICES

SHARE provides on-campus housing for more than 2500 students. Most spaces are traditional residence halls with shared bathroom facilities and common areas on each floor. A limited number of spaces are suite-style with a shared bathroom facility. SHARE operates one apartment style facility for faculty, staff, graduate students, and undergraduate students over the age 21. Each residential facility is staffed by a professional, masters-level Residence Director (RD). Some facilities have a graduate student serving as an Assistant Residence Director (ARD). The RD supports an undergraduate, student paraprofessional Resident Advisor (RA) staff. An RA is assigned to each floor/wing/unit and serves as the on-the-ground resource for students.

Staff members use a residential curriculum model to guide and support the student cocurricular experience in the residence halls. Staff members focuses on one-on-one interactions with students as well as provides educational initiatives that support the four core values: Individual Development, Community Involvement, Social Justice Values, and Educational Engagement.

Serving in support of the hall staff is a variety of partners assigned to each building. Each hall has a front desk that is staffed 24/7 during academic periods. The desk serves as a safety and security monitor, tracking who enters and exits each facility, handles all mail, and checks out temporary access cards and equipment for common areas (kitchens, pool tables, video games, etc.). SHARE staff provide a suite of services for students, both in administrative functions (room assignments, room change requests, facility work tracking) and programmatic functions (social programs, educational events, community building efforts). Each building has Center for Academic and Student Achievement (CASA) coaches and resident ministers assigned to support students. Coaches work in CASA, and the resident ministers work for University Ministry but live in residence.

HOW FAMILIES CAN SUPPORT THEIR STUDENTS

The time frame when students transition from living at home to moving onto campus is one that can be very impactful. What happens leading up to this transition and when moving into the halls can often set the tone for the many experiences to come. We encourage parents and families to have open and honest
conversations with their students to find out how they are feeling about living on campus. It is okay to celebrate the energy and excitement while validating some of the fears and concerns that your students might have.

FREQUENTLY ASKED QUESTIONS

How much does housing cost?
Housing rates change every academic year, so please refer to the Room and Board webpage for fall and spring semester charges. Please refer to the Summer Tuition and Housing webpage for summer rates.

Are students required to have a meal plan?
Students living in on-campus housing are required to purchase a meal plan each semester, except for those living in Loyola Village, Pedro Arrupe, and St. Anne (law school housing). Students living in these buildings have the option to purchase a meal plan, but it is not mandatory for them. Flexi meal plan rates are listed on the Room and Board webpage.

My student was placed on the housing waitlist. How does that work?
Waitlist numbers are equal to the number of students ahead of you who are waiting for the same type of space to open up. Numbers are assigned based on the date and time the student’s application was completed. Movement occurs when beds open up and waitlisted students are moved into those empty beds.

Do you have resources for students trying to find off-campus housing?
Yes. Our Off-Campus Student Services (OCSS) team can meet with students one-on-one as well as in info sessions to prepare students for off-campus living. Please refer to the OCSS or section in this guide for resources that will help students find off-campus housing options.

Is housing guaranteed?
Housing is guaranteed for all first-time, first-year students who are enrolling for fall semester, submit their confirmation payment to the university by May 1, and complete their housing application by May 10. Exceptions to this guarantee include:

• Students who are 21 or turning 21 within the academic year
• Students who are transferring from another institution of higher education
• Students who are 16 years of age or younger at the start of the fall semester
• Students whose permanent address is on file and is within the boundaries of the city and county of San Francisco
Those who fall within the exception criteria are still eligible to apply for housing but will only be assigned based upon availability.

How can my student be exempt from housing?
All new undergraduate students with 40 or fewer transfer credits will be required to live on campus for their first two semesters of enrollment at USF. Required students who do not want to live on campus may apply for an exemption through USFRooms (online support for off-campus housing) for any of the following reasons:

- Medical needs
- Financial needs

OFF-CAMPUS STUDENT SERVICES
Location: University Center, Fifth Floor
Phone: (415) 422-4057
Email: General questions, usfcaoffcampus@usfca.edu
Assistant director, rochaa@usfca.edu

OVERVIEW OF SERVICES
The OCSS department is here to support and guide our students in living off campus. OCSS commits to fostering students’ personal growth and skill set through education of communal living and safety, emphasis on civic citizenship, and university connection. We are here to help with the housing search and more.

What we do:
- Support students’ housing search
- Educate students on civic responsibility
- Foster personal growth
- Engage and connect off-campus students to the USF campus and city of San Francisco
- Strengthen neighbor relations
- Provide legal resources
- Aid in conflict resolution

HOW FAMILIES CAN SUPPORT THEIR STUDENTS
The best way parents can support their students is by encouraging self-responsibility and advocacy. It is important to students to feel a sense of ownership over their off-campus experience and to realize this as an opportunity for self-growth and leadership.

FREQUENTLY ASKED QUESTIONS
How do students begin the search when thinking about off-campus living?
Students should create an account on our rental website, offcampushousing.usfca.edu, for information on available housing as well as visit our website for information regarding off-campus tips and resources.
HEALTH PROMOTION SERVICES
Location: University Center, Fifth Floor
Phone: (415) 422-5797
Fax: (888) 471-2290
Email: hps@usfca.edu
Appointments: hps.checkappointments.com
Website: usfca.edu/hps

OVERVIEW OF SERVICES
Health Promotion Services staff provide a full range of health services and programs that promotes wellness, stimulates better health awareness, and fosters a vibrant and safe campus community for student academic success and retention.

Liaison office for the Student Health Clinic (2250 Hayes Street, Third Floor); (415) 750-5995.

Students can call or go online to schedule an appointment at Dignity Health Medical Group (DHMG) clinics. Doctors have the knowledge and expertise to provide health care tailored to the needs of college students.

Health Insurance
As a condition of enrollment, the University of San Francisco requires students to have a health insurance plan, both to protect against unexpected high medical costs and to provide access to quality care. Undergraduate (registered for 9 or more units) and graduate (registered for 6 or more units) students, and all international students, are required to have health insurance and will be automatically enrolled and billed for the USF-sponsored student health insurance plan. Students who already have health insurance coverage comparable (equal or better) to the USF-sponsored plan under a United States–domiciled health insurance company may waive (opt out) this requirement during the waiver/enrollment period each academic year. For more information, please visit our FAQs page: usfca.edu/hps/insurance

Immunization Services
USF has different immunization requirements for domestic undergraduate, domestic graduate, and international students. Students are required to submit immunization records online. For more information, please visit the HPS immunization page: usfca.edu/hps/immunization

Think About It Services
In order to maintain a socially responsible learning community, USF requires all students to take the Think About It course, a science-based online course that prepares students for the unique challenges of college life. It is a comprehensive program designed to minimize the risks associated with alcohol, drugs, and sexual assault. For more information, please visit our FAQs page: myusf.usfca.edu/hps/think-about-it/faq

Peer Education Program
HPS staff have invested time and effort to create a peer education program called Health Outreach Team (HOT). Peer educators are students trained to provide education on health and wellness topics, such as alcohol and drug related issues, health care access, campus health policies, tobacco use, self-care, and connect their peers to resources on campus and off campus.

Nutrition Education
Nutrition Education appointments are available for students free of charge with our Health Educator, who is also a certified Dietetic Technician, Registered (DTR). The confidential individual appointment will help students identify dietary behaviors with a focus on getting them on track to healthy eating and positive body image.
Stop Smoking Education
HPS offers free, individual stop smoking sessions and free nicotine replacement aid (nicotine gum or lozenges). Attending regular stop smoking sessions is a prerequisite for receiving the free nicotine aid.

Wellness Matters!
The Wellness Check is a confidential assessment tool to measure your overall state of wellness as it relates to your mind, body, and spirit. HPS Wellness Check focuses on assessing your wellness in regards to your physical, psychological (mental and emotional), intellectual, environmental, social, financial, and spiritual wellness. Once completed, you can schedule a one-on-one appointment with a wellness coach to affirm your strength and help you create an action plan to make small behavioral changes in one of your challenge areas. Wellness coaches are graduate students who are trained in motivational interviewing. See myusf.usfca.edu/hps/outreach/wellness-matters

Outreach Health Events
HPS staff promote optimal health and well-being through disease prevention, stress management, nutrition and physical activity, drug and alcohol prevention and education, healthy relationships, and access to health care. Attend our events and get involved. Visit myusf.usfca.edu/hps/outreach

Other Educational Videos
Watch a health-related short video on a range of topics relevant to university and college students. Content is created by Health Promotion Services staff, interns, and volunteers. Visit “Educational Videos in Two Minutes or Less”, visit myusf.usfca.edu/hps/two-min-health

COUNSELING & PSYCHOLOGICAL SERVICES (CAPS)
Location: Gillson Hall, Lower Level
Phone: (415) 422-6352

OVERVIEW OF SERVICES
CAPS provides confidential, free, brief, individual, group, and couples counseling to currently enrolled students. Consultation, referrals, and psycho-educational outreach are also provided throughout the year. Examples of support groups CAPS provides include Gender and Sexual Diversity, Interpersonal Relationships, and Anxiety Management. Students whose mental health needs cannot be accommodated within short-term counseling—who need to meet with a counselor more than once a week, and/or who may require particular expertise—may be referred to community resources after the initial intake or during the course of treatment. In cases where more resources are needed, students may be referred to the associate director of Case Management. This individual will refer students to appropriate services in the San Francisco and broader community. More information on service limitations can be found at: myusf.usfca.edu/student-health-safety/caps/services.

HOW FAMILIES CAN SUPPORT THEIR STUDENTS
CAPS sponsors an open house for family members during fall orientation and can answer many questions during that time. In addition, a helpful “Transitioning Into a College Parent” presentation is offered during orientation. Please check the orientation schedule and visit our website for more information (myusf.usfca.edu/student-health-safety/caps/family-resources). The Family Resources page has suggested reading and other resources families may find helpful.

FREQUENTLY ASKED QUESTIONS
How can students make an appointment?
Enrolled students can make an appointment by dropping in to CAPS (we are located in the lower level of Gillson Hall) or calling us at (415) 422-6352. Please note, family members cannot make appointments for students.

Does CAPS offer psychiatry services?
Unfortunately, CAPS does not have a psychiatrist on staff, however, the associate director of Case Management can assist students in finding psychiatry services in the community.

Is there a cost for CAPS services?
CAPS services are included in student tuition; there is no additional fee.

Is there a limit for services?
Students are eligible to receive up to 12 individual sessions per academic year with additional appointments available for summer enrollees. Most group counseling are not time limited.

How long do students have to wait for an appointment?
CAPS strives to see students as expediently as possible (two to three weeks), but there are times when the center is heavily impacted, most often during midterms and finals. Students will be seen the same day for mental health emergencies.
What if my student needs to talk to someone and CAPS is closed?

CAPS has an After Hours line that opens at 5:00 p.m. PST on weekdays and is open 24 hours on weekends and most holidays; call (415) 422-6352 and press 2 when prompted. CAPS After Hours provides free, confidential consultation to students or those concerned about a student (i.e., friends and family).

Encourage your student to access these additional resources.

• Anxiety Toolkit, 10 research based strategies to navigate anxiety: myusf.usca.edu/caps/anxiety
• myCompass, a personalized self-help program that you can use on your mobile phone or computer; ways to deal with thoughts, feelings, and behavior that can cause trouble— mycompass.org.au
• Crisis Textline, free, 24/7 support for those in crisis, text BAY to 741741
• Let’s Talk, informal, drop-in consultations with counselors from CAPS. For times and locations: myusf.usfca.edu/caps/lets-talk

OFFICE OF STUDENT CONDUCT, RIGHTS, AND RESPONSIBILITIES

Location: University Center, Fifth Floor
Phone: (415) 422-4099
Email: studentconduct@usfca.edu

OVERVIEW OF SERVICES

The Office of Student Conduct, Rights, and Responsibilities (OSCRR) fosters an educational and developmental approach to student conduct, focusing on learning through self-reflection and personal accountability for behavior and decisions. Our mission is to help and encourage students be successful in all facets of their lives. We recognize that sometimes good people make poor choices. Part of our role is to help educate our students to make better choices to support their educational and personal goals. The Fogcutter is the official student handbook and can be found online at usfca.edu/fogcutter. All USF students must read the Fogcutter, as they need to be aware of all USF policies, services, and procedures.

HOW FAMILIES CAN SUPPORT THEIR STUDENTS

Your student is expected to have a clear understanding of the policies and sufficient maturity and concern for the rights of others to value the university’s mission, vision, and goals. We view your student as a maturing adult, capable of making responsible decisions, learning from mistakes, accepting the consequences of irresponsible decisions, and redirecting inappropriate behavior. Any student who is referred to the Office of Student Conduct, Rights and Responsibilities for making a decision that violates the university’s standards, is expected to openly discuss their behavior and take responsibility for any misconduct. As a parent or guardian, you can be an ally in this mission to protect the standards of the academic community.

It is important to understand, however, that based on federal regulations, the university is limited in its ability to share information with parents or guardians. Please review the Family Educational Rights and Privacy Act, FERPA, for more details about these regulations and guidelines about the privacy of student records.

FREQUENTLY ASKED QUESTIONS

What is the purpose of the Student Conduct Code and other university policies?
The Student Conduct Code and other university policies are designed to support the university’s educational mission and to ensure a safe environment where people can study, live, and work without undue interference. They are also designed to build and support the academic and social community by teaching students responsibility and interdependence, and to promote moral and ethical development.

My student has been notified of a disciplinary violation. Did they have the opportunity to defend themselves?
Every student notified that they may have allegedly violated the Student Conduct Code or other university policy is given the opportunity to respond to the allegations during an informational or conduct meeting. These meetings allow students the opportunity to provide their responses and discuss their involvement or knowledge of the incident.

What happens if my student is found responsible for a violation of the Student Conduct Code or other university policy?
Students who are found responsible are issued sanctions as a means to hold them accountable for their behavior. These sanctions are educational opportunities designed to help the students learn from their actions/behaviors and prevent further violations or misconduct.

What is my role as a parent in the university conduct process? How can I help my student?
You can best help by encouraging your student to be honest and forthcoming and by being supportive while holding the student accountable to your expectations and those of the university. You should remind your student of the importance of attending meetings and fulfilling sanctions. It is not beneficial to the development of the student, or resolution of the matter, for you to take over the process.
My student was charged criminally. Why go through university's conduct process?

Our conduct process is completely separate and independent of civil or criminal proceedings. Our process may proceed prior to, simultaneously with or following civil or criminal proceedings. Additionally, our process is not subject to challenge on the grounds that civil or criminal charges involving similar factual circumstances have been dismissed or reduced in civil or criminal proceedings.

Do I need to hire an attorney to represent my student?

Hiring an attorney is your choice. However, the university’s relationship is with the student. The university’s conduct process is an administrative and educational one designed to engage the student in taking on the responsibility of managing his/her own affairs. Having anyone else take on this role for the student detracts from the learning opportunity for the student. Our staff will only communicate and interact directly with the student; we will communicate with the parent/guardian or attorney to the degree that is appropriate and permissible by the Family Educational Rights and Privacy Act of 1974 (FERPA).

How are sanctions decided?

Sanctions are decided upon by taking into account how best the student will learn from the sanctions in relation to the violation(s) for which they were found responsible. Sanctions may be imposed independently or in combination with other sanctions. Sanctioning is determined case by case, since it reflects the needs of the individual student, the student’s cumulative disciplinary history, and the impact of that student’s behavior on the community.

Can my student appeal a conduct decision?

A student may request an appeal on one or both of the following grounds:
• The procedures provided in the Fogcutter Student Handbook were not followed.
• New relevant information is available that was not available at the time of the meeting.

The appeal process is a review of the process and all materials are submitted in writing to the University Appeals Board. In making the request, the student must submit a written statement in support of the appeal, which must meet one or more of the above criteria.

Will the outcome appear on my student’s record?

A notation is made on a student’s transcript when a student is suspended or expelled. However, a student is considered to have a disciplinary record when a conduct officer finds the student responsible for violating the Student Conduct Code or other university policy. All disciplinary files are maintained by the Office of Student Conduct, Rights and Responsibilities.

Will a disciplinary record keep my student from getting into law school, graduate school, etc.?

A disciplinary record does not automatically exclude a student from further study, jobs, etc. That usually depends on the type and severity of misconduct in which a student is involved and will be at the discretion of whatever organization reviews the student’s file. Disciplinary files may also adversely affect a student’s ability to participate in other opportunities such as Study Abroad programs, university-sponsored immersion trips, student leadership opportunities, etc.

DEPARTMENT OF PUBLIC SAFETY

Location: University Center, Fifth Floor
Administrative Office: (415) 422-4222
Nonemergency dispatch: (415) 422-4201
Emergencies: (415) 422-2911
Email: parking@usfca.edu

OVERVIEW OF SERVICES

Our 24-hour communication center and uniformed public safety officers proactively prepare against and respond to all reports of accidents, crimes, suspicious persons, hazards, and other emergencies. We provide patrol and dispatch services, One Card security systems, campus shuttles, safety escorts, disaster preparedness programs, and parking and transportation services.

HOW FAMILIES CAN SUPPORT THEIR STUDENTS

Have the nonemergency phone number to Public Safety dispatch, (415) 422-4201, in your phone in case you or your student needs assistance. Families should also remind their students to be safe in an urban environment like San Francisco. They should be aware of their surroundings when walking off campus and keep valuables secure when possible. Families can also help familiarize their students with personal preparedness plans with these helpful tips: usfca.edu/public-safety/disaster-preparedness.

FREQUENTLY ASKED QUESTIONS

Is our campus safe?

Yes, San Francisco is a relatively safe city, and the Richmond district where USF is located has a low crime rate. Information on campus crime statistics, safety procedures, and reporting policies can be found at usfca.edu/public-safety/clery-report.

Can I bring my car to campus?

No, all students who live in any University housing facility are prohibited from bringing vehicles to campus and are ineligible to
receive semester or annual parking permits. There are several options of public transit and ride-share to get around the city. For more information on alternative transportation, visit myusf.

**ONE CARD AND CAMPUS SECURITY SYSTEMS**

Location: Lone Mountain, 130  
Phone: (415) 422-7663  
Email: onecard@usfca.edu

**OVERVIEW OF SERVICES**

The USF One Card centralizes several key university services and provides a convenient means with which USF students may access them. These services include building access, entitlement verification, and on-campus debit account functionality.

**HOW FAMILIES CAN SUPPORT THEIR STUDENTS**

A student’s One Card is activated to function as a debit card, allowing for cashless purchasing power throughout campus. Students may request contributions to their account by directing those interested in sending funds to the USF Don Dollars site and indicating they would like to deposit by simply utilizing the student’s Campus Identification (ID) number. We encourage students to use their One Card instead of cash to pay for daily expenses and meals on campus. The One Card provides for faster service and, in some cases, cost savings.

**FREQUENTLY ASKED QUESTIONS**

**What is a One Card?**

This is your ID card, which is also used for access into residence halls, the Koret Recreation Center, and library. It is used to pay for food, printing, and laundry facilities on campus. More information can be found at usfca.edu/one-card.

**What are Don Dollars?**

Don Dollars belong to an optional, but highly recommended on-campus debit account. The Don Dollars program is administered by the USF One Card Office and enables you to conveniently make purchases throughout USF via your USF One Card.

**What is the Flexi Meal Plan?**

Flexi is the traditional meal plan. It is required for and available only to students living in University on-campus housing (excluding Fulton House, Loyola Village, and Pedro Arrupe, which have kitchenettes) and is issued during the on-campus housing assignment process. Flexi is accepted at all campus dining or “cafeteria” locations, which are operated by Bon Appétit. While it may be used during the fall and spring semesters, it is not transferable after the spring semester or between accounts. Flexi is administered by the Student Housing and Residential Education (SHaRE) as part of the student housing contract. For more information regarding Flexi, please contact SHaRE at (415) 422-6824.

**What is the USF MUNI Class Pass Sticker?**

Undergraduate students have a semester pass for all San Francisco Muni lines incorporated into their tuition. Undergraduate students may receive the SF Muni sticker at the One Card office located in Lone Mountain 130 or the Public Safety main office located on the fifth floor of the University Center building only after the initial distribution dates are complete with Student Leadership and Engagement. MUNI stickers are available during the beginning of the fall and spring semesters. The student must have the USF One Card in order to receive a SF Muni pass.
STUDENT INVOLVEMENT
UNIVERSITY MINISTRY
Location: Toler Hall, Lower Level 122
Phone: 415-422-4463
Email: um@usfca.edu

OVERVIEW OF SERVICES
University Ministry (UM) supports the spiritual, religious and pastoral needs of the University of San Francisco community. We enrich the USF experience by creating communities grounded in Ignatian spirituality and the Jesuit Catholic mission of USF. UM programs and services encourage USF students, faculty, staff and alumni of all religious backgrounds or none to connect their faith, spirituality, and values with an active engagement in the world, especially with economically poor and systematically oppressed communities, in order to realize the fullness of their humanity and lead lives of meaning and purpose.

HOW FAMILIES CAN SUPPORT THEIR STUDENTS
In University Ministry and in many other departments on campus, we help our students develop into whole persons, who seek to discover their particular vocation in life, so that they may lead a life with meaning, integrity, and purpose. Here at USF, God is not defined by one religious group or tradition. God has many names and is encountered in myriad faces, experiences, classrooms, labs, and persons—in moments both ordinary and sublime.

Our students are invited to ask big questions, to probe their deepest desires, to seek moments of silent reflection, to learn more about their religious tradition if they have one in order to develop an adult faith, and to develop practices to nurture their interior lives so that they may sustain their work for social change and personal growth throughout their lives.

We invite parents and families to talk to their students about faith, spirituality, and values. Tell them the story of your vocational path. How did you choose your work? What does your religion or values system mean to you? How do you experience the sacred, the holy, in your life and work?

Encourage your student to go on a retreat while in college, and participate in an immersion trip. These are transformative experiences for students that open their horizons to new possibilities.

FREQUENTLY ASKED QUESTIONS
What do you offer for Catholic students?
Catholic students, like all of our students, are invited to participate in all UM programs. In particular, our Catholic students are encouraged to serve as liturgical ministers, in the liturgical choir, or participate in our Catholic CORE group, a faith-sharing group specifically for Catholic students. We partner closely with the St. Ignatius Institute, an alternative Catholic core curricular program (like a minor) for students who are interested in a deep dive into the Catholic intellectual tradition as a complement to their major coursework, and St. Ignatius Parish.

What if my student is not Catholic?
University Ministry programs are open to students of all faiths, and those without any religious background or tradition. Approximately half of the students who are active in UM programs are Catholic; the other half are Muslim, Jewish, spiritual-not-religious, Protestant and other. We offer Shabbat services for Jewish students, Jummah prayers for Muslim students, Bible study for Protestant students, and other interfaith prayer and worship experiences. We also can help a student of any other faith tradition find worship services close to campus. Many of our students do not have a specific faith tradition. They are seeking to discover a spiritual practice that is meaningful for them, that gives them a sense of centeredness, connects them to the needs of the world, and gives their lives hope and purpose. We welcome and include students of all faiths, religious backgrounds, spiritual traditions or none to all of our programs.

How can I find out more about immersion trips?
Please visit our website at usfca.edu/universityministry and click on Arrupe Immersion program to learn more about dates, destinations, and the goals of each immersion experience.

Who are the Jesuits?
The Jesuits are an order of Catholic priests founded by Ignatius of Loyola in 1540 for the purpose of helping others by being in and active in the world responding to the greatest needs of society. USF is one of 28 universities in the United States and close to 200 universities in the world in the network of Jesuit universities.
STUDENT LEADERSHIP AND ENGAGEMENT
Location: University Center, Fourth Floor
Phone: (415) 422-7256
Email: sle@usfca.edu

OVERVIEW OF SERVICES
SLE provides programs and services that support students’ leadership development and promote student engagement in cocurricular activities. Getting involved helps students to create connections, develop skills, and make the most of their college experience. We offer a wide variety of opportunities including 100+ student organizations, fraternity and sorority life, student government, campus events, involvement fairs, an annual student leadership conference, ongoing leadership workshops, and staff who can help students get connected.

HOW FAMILIES CAN SUPPORT THEIR STUDENTS
Part of your student’s success at USF is getting involved on campus. Employers will not only pay attention to grades and academic standing when looking for qualified interns and candidates. They will also pay attention to a student’s campus involvement. Encourage your student to find a cocurricular activity that speaks to their passions and interests while at the university. The networks they build now will lead to opportunities in the future.

FREQUENTLY ASKED QUESTIONS
How can I help my student get involved at USF?
We encourage students to connect with organizations and programs that interest them. SLE offers an involvement fair at the start of each semester where student organizations and campus departments have representatives who can talk with students about what they do. Students can also stop by the SLE office on the University Center fourth floor to talk with one of our student organization consultants or visit myusf.usfca.edu/sle.

What clubs and organizations can my student join?
There are 100+ student-run organizations at USF including academic/professional, cultural, sorority/fraternity, performance, media, political, religious, and service. Students can browse organizations and use our OrgFynder tool to get suggested matches at sle.orgsync.com.

What if my student is interested in a fraternity or sorority?
Fraternity and sorority life provides opportunities for leadership, scholastic support, networking, community service, and philanthropy. Joining a Greek organization can be a big decision, and we encourage families to be involved by learning more about Greek Life at myusf.usfca.edu/sle/greek-life.

Do you need to be a club officer to gain leadership skills?
While student organizations offer valuable opportunities, anyone can gain leadership skills on campus. All students can participate in our annual Student Leadership Conference and other leadership programs. To learn more, visit myusf.usfca.edu/sle.

How can my student find out about events?
There’s so much happening on campus and in the city, it can be hard to choose! SLE prints a student events calendar to highlight signature events and help find listings for athletic games, retreats, outdoor adventure trips, performing arts, and other activities. We also send The Phoenix, a weekly e-newsletter for students, and update online events calendars and campus bulletin boards. Find more student events at calendar.usfca.edu.

PRISCILLA A. SCOTLAN CAREER SERVICES CENTER
Location: University Center, Fifth Floor
Phone: (415) 422-6216
Email: career.services@usfca.edu

OVERVIEW OF SERVICES
The Priscilla A. Scotlan Career Services Center (CSC) acts as the University of San Francisco’s primary career center, serving all of its students on the main “Hilltop” campus. Our main goal is to assist our students in preparing for and finding internships and jobs as well as helping them figure out their career interests and goals. We also work closely with employers to produce a multitude of both hiring and career education events throughout the school year.

HOW FAMILIES CAN SUPPORT THEIR STUDENTS
We encourage you to work with your student to utilize our office early and often during your first year at USF.
FREQUENTLY ASKED QUESTIONS

How can I find jobs and internships?
The best way is to join Handshake, our online career management platform. With Handshake, you can find jobs and internships, register to attend events and workshops on campus, and schedule appointments with USF career counselors.

How do I access Handshake?
You can get to Handshake through the link on the Career Services Center’s myUSF page, or simply go to usfca.joinhandshake.com. You can login using the single-sign-on system that uses the same username and password you use to access MyUSF. Note: When configuring your single-sign-on, be sure to use your @usfca.edu e-mail address, NOT @dons.usfca.edu. If you use @dons.usfca.edu, your set-up process will not work.

I am undecided on my major or may want to change my major. What should I do?
Please make an appointment via Handshake to meet with one of our career counselors. We will help you explore your interests and majors/minors that will be a good fit for you.

What do I need to do to launch my internship and leadership opportunities?
Please use the Career Planning Checklist for all of the key items to accomplish.

How can my student find out about events?
All of our events are posted on Handshake, our career management platform. We also send emails and newsletters, so be sure to check your USF email account regularly.

I still have questions. What should I do?
If you need help, you are welcome to call the Career Services Center at (415) 422-6216, email careerservices@usfca.edu, or come to University Center, fifth floor and someone will assist you.
RECREATIONAL SPORTS DEPARTMENT
Location: Koret Health and Recreation Center
Phone: (415) 422-6811
Email: khrc@usfca.edu

OVERVIEW OF SERVICES
The Recreational Sports Department offers USF students free and discounted recreational sports activities, programs, and services. We provide opportunities for students to enhance knowledge, interests, and behaviors in order to promote healthy lifestyles and resilience on campus.

FREQUENTLY ASKED QUESTIONS

Where is the Recreational Sports Department?
The Recreational Sports Department (RSD) is housed at the Koret Health and Recreation Center located on the corner of Turk Street and Parker Avenue. The Koret facility offers two levels of cardiovascular equipment (featuring WiFi and TV), two weight rooms, two basketball gymnasiums, two fitness studios, an air rifle range, one racquetball court, and a competitive boxing gym. The facility also features the largest indoor pool in San Francisco (voted Best in the City). The RSD offers 60 free weekly fitness classes and student discounts on personal training, massage, swim lessons, and locker service. The RSD organizes free and discounted off-campus trips to help students discover all that the Bay Area has to offer.

What is the difference between Welcome Weekends and Outdoor Adventures?
Welcome Weekends are for incoming freshmen and transfer students only. These fun, free outings take place at the start of each semester, designed to help new students connect with communities of support on campus. Trip leaders help students learn to use a MUNI pass to discover local destinations including Golden Gate Park, Ferry Building Farmer’s Market, Union Square, and more. The Outdoor Adventures program offers discounted trips for all USF students throughout the school year. Outdoor Adventures provide a variety of unique, quality off-campus experiences including ziplining, horseback riding, amusement parks, hiking, kayaking, skiing/snowboarding, professional sporting events, and more! Transportation and tickets are included in the cost of all Outdoor Adventures trips. These programs encourage students to go beyond the gym!

What is the difference between Club Sports and Intramural Sports?
Club Sports are teams that have dedicated participants who enjoy coached and structured practices, with the option to compete against students from other universities. Club Sports participants pay annual participation dues to help cover the cost of uniforms, travel, and equipment. Intramural Sports are recreational leagues where students play sports against other USF students in weekly games (no coach/no practice). Intramurals provide a great opportunity to meet other USF students and stay active in a safe and inclusive environment. A $5 fee allows students to participate in up to five intramural leagues including indoor and outdoor soccer, volleyball and basketball (corecreational men’s and women’s). Students can create a team, or individuals may opt to become a free agent and be placed on an existing team.

What if my student is interested in an on-campus job?
The RSD offers many on-campus jobs including Cardio Alley and Weight Room Attendant, Equipment Desk, Check-In Desk, Front Desk, Building Supervisor, Lifeguard, Swim Instructor, Swim Coach, Fitness Instructor, Personal Trainer, Massage Therapist, Intramural Scorekeeper, Trip Leader and Office Assistant. Visit myusf.usfca.edu/student-health-safety/koret/employment for a printable application for the RSD.

How do students access the Koret Health and Recreation Center?
All registered students at USF have unlimited, free access to the Koret Health and Recreation Center during facility hours.
to register for Welcome Weekends, Intramurals, Club Sports, Outdoor Adventures, and all other RSD programs and services.

**REVIEW** the information on myusf.usfca.edu/onestop/student-employment/students to learn about paperwork requirements for on-campus employment

**LEARN** more about Intramurals and Club Sports at myusf.usfca.edu/student-health-safety/koret

**VISIT** myusf.usfca.edu/student-health-safety/koret/welcome-weekends%20to sign-up for a Welcome Weekend trip.

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**THE CULTURAL CENTERS**

**Intercultural Center and Gender and Sexuality Center**

Location: University Center, Fourth Floor  
Intercultural Center: (415) 422-6484  
Gender and Sexuality Center: (415) 422-4431  
Email: culturalcenters@usfca.edu

**OVERVIEW OF SERVICES**

The Cultural Centers include the Gender and Sexuality Center and the Intercultural Center. The centers serve as both physical spaces on campus where students build community, and as outlets for student run programs that explore social issues and identity. The Cultural Centers bring students together to increase their understanding, and embrace their roles, as members of a diverse community on the local and global levels.

**HOW FAMILIES CAN SUPPORT THEIR STUDENTS**

Encourage your student to engage in supportive spaces that affirm their identities and provide connection to their cultures. Students can also benefit from engaging with their peers in ways that explore difference and expose them to the experiences of others and ways that they can build solidarity at USF and throughout their careers and lives.

**FREQUENTLY ASKED QUESTIONS**

**How can I help my student to get involved in the Cultural Centers’ programs?**

We encourage students to subscribe to the Cultural Centers’ weekly e-newsletter. This email provides an overview of programs happening within the Cultural Centers, and also exposes students to related programs happening across the campus. You and your student can learn more about the programs and sign up for the newsletter here: myusf.usfca.edu/student-life/cultural-centers

How are the Cultural Centers’ Lounges different from other lounges on campus?

The Cultural Centers have lounges on the fourth floor of the University Center that provide any student at USF with a place to build community, discuss issues and identities, and learn about related topics. The Lounges are open Monday through Friday from 10 a.m. to 5 p.m. and are facilitated by employees of the Cultural Centers.

**What are the services that Cultural Centers provides?**

Many of the programs we host are intended to provide support and identity exploration for students who identify with a specific community. These consistent community spaces allow for students to connect with each other through their common identities and find spaces of comfort and understanding. These include a variety of racial, ethnic, gender, and sexuality spaces.

**Does my student need to identify as a student of color or minority student to participate in the Cultural Centers’ Events?**

Many of the programs hosted by the Cultural Centers are intended to provide education and awareness about issues, experiences, and histories of marginalized communities. These programs are open to any student at USF who wants to increase awareness and knowledge about areas that relate to social justice.

**How do you support LGBTQ (Lesbian, Gay, Bisexual, Transgender, Queer, and Questioning) students on campus?**

The Gender and Sexuality Center is a space on campus that provides services and events for LGBTQ students on campus, as well as provides resource information on offerings for LGBTQ students around campus. Many students at USF are “out” and comfortable here on campus and in the city, and others want additional spaces to build community. Many of these spaces are created by the Cultural Centers.
WHAT IS FERPA?
The Family Education Rights and Privacy Act (FERPA), also known as the Buckley Amendment, is a piece of federal legislation designed to protect the privacy of students by limiting third-party access to student education records. When students enter USF, regardless of their age, all rights to inspect and review educational records transfer from parents to students.

MY STUDENT WANTS A JOB WHILE IN COLLEGE. IS THIS A GOOD IDEA?
Research has shown that students who work 10 to 15 (but less than 20) hours are better at managing their time due to the structure a work schedule provides. We suggest working on campus because employers here tend to be more flexible about scheduling work during finals, and there are no transportation issues.

WHAT ARE SOME WAYS TO DECREASE MY STUDENT’S HOMESICKNESS?
Although many students may not admit it, homesickness is a common experience for new college students. Text or email a quick check-in to your student, but be sure not to negatively impact time for studying. Student Housing and Residential Education and University Ministry staff are available to offer support, a listening ear, and suggestions to assist your student. Counseling and Psychological Services has professional staff available to assist students when homesickness appears to be more serious.

WILL I BE NOTIFIED IF MY STUDENT IS HURT OR IN DANGER?
The university’s Parental Notification Policy states that we may notify parents or legal guardians when there is concern for the health or welfare of a student, including situations involving medical transportation and treatment, and serious or repeated violations of alcohol and/or drug policies. For more information, please see the Parental Notifications Policy (next page).
The University of San Francisco understands that parents and guardians play a central role in the continuing development and education of their college students and hopes to work in partnership with them in this essential enterprise. We also recognize the rights that students have in terms of their privacy. In accordance with the Family Education Rights and Privacy Act (see summary of the act in the Fogcutter Student Handbook), the university has established the following guidelines for parents or legal guardians when there is concern for the health and welfare of the student, including situations involving medical transportation and treatment, and serious or repeated violations of alcohol and/or drug policies.
I. The vice provost of student life or designee has the authority to
determine when and by what means to notify parents or legal
guardians without a student’s consent when a student under 21
is found to have violated any law or university policy related to
the possession, use, sale, or distribution of alcohol or illicit drugs.

II. Nothing in these guidelines shall prevent university officials from
notifying parents or legal guardians of students under the age of
21 of health or safety emergencies, including situations requiring
medical transport and treatment, regardless of the disciplinary
status of the student. When the University intends to contact a
student’s parents, it will first attempt to notify the student of its
intent.

III. The vice provost of student life or designee reserves the
right to notify a parent or legal guardian without a student’s
consent under the following circumstances:

a. The violation involved harm or threat of harm to the student,
   other persons, or campus property.
b. The violation involved an arrest in which the student was
taken into custody by the police.
c. The violation resulted in or is likely to result in the student
   being suspended or expelled from university-operated
   housing, The university, or both.
d. The student has shown a pattern of behavior or violations that
   indicate a potential physical and/or psychological problem.
e. The student who committed the violation required medical
   attention as a result of the consumption of alcohol and/or
   illicit drugs.
CONNECT WITH OTHERS
Participate in all the activities during orientation. You may feel shy because you don’t know anybody, but guess what? It’s really easy to meet people and make new friends because that’s what everyone is trying to do!

THINGS TO KNOW!
Fall 2018 New Student Orientation
ORIENTATION

NEW STUDENT ORIENTATION (AUGUST 18–20)
Orientation is much more than a tour of the campus. It’s a great place for you to meet your fellow classmates, learn about campus resources, and explore the USF community. It might even shape the rest of your life! All new students must register for New Student Orientation and are invited to bring their family members.

• New Student Orientation begins Saturday, August 18.
• For new international students, orientation begins Tuesday, August 14. Orientation activities continue Wednesday, August 15, to Saturday, August 18.
• NOTE: International students must attend both orientation programs

WHAT WILL ORIENTATION DO FOR YOU?
New Student Orientation will help you:
• Launch your academic career at USF. Aim high and dream big!
• Learn how USF’s resources can help with your academic success.
• Make new friends.
• Learn about the rich diversity that USF and San Francisco have to offer.
• Connect with faculty and staff members who can help you.
• Meet your Academic Success Coach from the Center for Academic and Student Achievement (CASA).

New Student Orientation is SO IMPORTANT that attendance is required. Please note students will be fined and held placed on the student’s account for not attending certain listed sessions of New Student Orientation.

ORIENTATION CHECK-IN
• All new students living on campus can check in at the Lo Schiavo Science Innovation Wing (ground floor of Lo Schiavo) on Saturday, August 18. Assigned check-in times will be emailed in mid-July.
• All freshman and transfer students living off campus should check in at Fromm Hall on Saturday, August 18, between 4:30 to 5:30 p.m.
• For more information, visit our orientation website at myusf.usfca.edu/orientation.
• For International Student Orientation details, visit myusf.usfca.edu/isss.

THREE MORE WAYS TO LEARN ABOUT USF AND SAN FRANCISCO
USF101: Expedition USF
First-year students have the option to take a one-credit elective course called USF101: Expedition USF. This class helps you to navigate the university’s academic requirements and resources, learn about our Jesuit mission, explore the USF campus community, establish personal and professional goals, and map your own pathway to graduation. You’ll learn about these topics through reading, reflecting, discussing, and engaging in activities with classmates and other members of the USF community. For details, visit myusf.usfca.edu/student-life/usf101.

Welcome Weekends
As soon as orientation is over, get ready for Welcome Weekends! These events and activities are specially designed for each incoming class of freshman and transfer students. This year’s events will include trips to popular San Francisco and Bay Area destinations. For details, visit myusf.usfca.edu/koret. Check your USF email this summer and look out for the code needed to register for the Welcome Weekend events!

Week of Welcome (WOW)
Week of Welcome is a series of programs, events, and tabling for incoming students during the first 10 days or so of the fall semester. These activities are designed to supplement orientation and offer students a chance to connect with each other, learn about resources and explore San Francisco.
ORIENTATION HIGHLIGHTS
International Students see page 35. Transfer Students see page 37.

SATURDAY, AUGUST 18
(Students and Families)
10:00 a.m.–2:30 p.m. Family Orientation check-in and hospitality area
12:00 p.m. First Generation Student and Family Program (for First Generation students and families only)
3:00 p.m. Orientation Welcome
5:30 p.m. Off-campus Student Program and Dinner (check-in begins at 4:30 p.m.)

STUDENTS ONLY
5:00 p.m. Residence Hall Building Meetings
7:15 p.m. Community Group Meeting (Welcome)
8:45 p.m. Orientation Kick-Off

SUNDAY, AUGUST 19
(Students and Families)
9:30 a.m. Welcome Mass
10:30 a.m. Dons Fest: Campus Resource and Special Programs Fair and Lunch
1:00 p.m. Talk About It: Sexual Violence Prevention and Education (Attendance is mandatory)
3:00 p.m. New Student Convocation

STUDENTS ONLY
5:00 p.m. Community Group Meeting
7:30 p.m. Koret Night
9:00 p.m. Evening Entertainment

MONDAY, AUGUST 20
(Students Only)
9:30 a.m. Orientation to Your Major
2:00 p.m. Amplify youUSF (Attendance is mandatory)
4:00 p.m. Community Group Meeting (Finding Community)
7:00 p.m. Dons Night Out Concert

TUESDAY, AUGUST 21
Classes begin
For a complete Orientation schedule, visit myusf.usfca.edu/orientation.
ORIENTATION SNEAK-PEEK

ORIENTATION WELCOME
Help us kick off this exciting weekend with a welcome (home) message from members of the USF community!

COMMUNITY GROUP MEETINGS
Your community group meetings will guide you through New Student Orientation and help you understand what to expect as a new student.

ORIENTATION SPECIAL PROGRAMS

BLACK STUDENT ORIENTATION (by registration only)
Black Student Orientation (BSO) will take place on Thursday, August 16, and Friday, August 17, and is designed by black students, faculty, and staff to welcome new students to the USF Black Experience (BE). Students will then join New Student Orientation weekend beginning Saturday, August 18. For more information about BSO, visit myusf.usfca.edu/orientation/black-student-orientation.

FIRST GENERATION STUDENT AND FAMILY PROGRAM
First generation students and their families will learn from current USF students, their families, and administrators on how to thrive in college. This workshop will bring awareness to on-campus resources that support their holistic development and academic success.

NEW STUDENT CONVOCATION
At New Student Convocation, USF’s president and provost will welcome you and your family into your new academic community and discuss the university’s mission and core values.

ORIENTATION TO YOUR MAJOR AND COLLEGE
Learn how to excel in your major and in your college. Topics to be covered include: registering for classes, schedule changes, and information on different majors. All students, even those who have not declared a major, should plan to attend this session.

WORKSHOPS AND OPEN HOUSES
During orientation, you can attend workshops hosted by various campus resources. They’re a great way for you to tailor your orientation to meet your specific needs and interests.

OPEN HOUSES
Explore the plethora of resources and programs in the University and in the greater city of San Francisco—all in one place! From academic offices to the local grocer and nonprofit organizations that meet your interests, this is your chance to meet members of the community, acclimate to your new home, and even score some swag!

Stop by an open house to learn how these offices can support you during your college career.

• Counseling and Psychological Services (CAPS)
• Student Disability Services (SDS)
• University Ministry (UM)

For more details about orientation, pick up a schedule when you check in or at the information booth in Privett Plaza on Saturday, August 18. Visit myusf.usfca.edu/orientation for more information.
UNIVERSITY OF THE BEST CITY EVER

25 minutes Bike ride to GOLDEN GATE BRIDGE

16 minutes Car ride to CHINATOWN

45 COFFEE SHOPS within one mile of campus

3.4 miles to the WORLD’S BEST BURRITO

17 THEATERS within four miles

11 minutes Walk to Haight-Ashbury neighborhood

4 hours Bus ride to Lake Tahoe

16 MUSEUMS within four miles

0 miles to the geographic CENTER OF SAN FRANCISCO
FOR INTERNATIONAL STUDENTS
INTERNATIONAL STUDENT ORIENTATION (AUG 15–19)

International Student and Scholar Services (ISSS) offers a special International Student Orientation program (ISO) Tuesday, August 14, through Saturday, August 18. ISO introduces you to current international students, provides techniques and guidance to help you adjust, prepares you for the U.S. academic experience, offers a glimpse of the San Francisco Bay Area, and updates you on the immigration regulations. Following ISO, New Student Orientation begins, and you are required to attend both programs. For a complete schedule of ISO, visit usfca.edu/isss/orientation.

TRANSPORTATION SHUTTLE

A complimentary transportation shuttle is available to take you from the San Francisco International Airport (SFO) to the USF campus. Visit the ISSS website in the summer to register for the USF airport shuttle service. For other transportation options to campus from the airport, please read the pre-arrival information on the ISSS website, myusf.usfca.edu/isss.

NEXT STEPS

For a complete list of next steps to successfully enroll at USF, visit usfca.edu/nextsteps/undergraduate_international.

OTHER INFORMATION

Additional information is provided in the predeparture packet that you received after payment of your admission tuition deposit. It contains important information about applying for your student visa and traveling to the United States, and it offers advice about what to expect when you arrive at USF. If you have any questions or concerns, don’t hesitate to contact International Student and Scholar Services at isss@usfca.edu or country code +1-415-422-2654.

INTERNATIONAL STUDENT ORIENTATION SCHEDULE

Tuesday, August 14
International Students Move-In Day
Welcome Center
Immunization Clinic

Wednesday, August 15
Campus and Vendor Resource Fair
Immunization Clinic
International Student Game Night

Thursday, August 16
Campus Tour
Library Orientation
Working and Driving in the U.S. Presentation
San Francisco and Beyond Presentation
Off-Campus Dinner with ISO Guides

Friday, August 17
ESL Placement Testing
San Francisco City Excursion
Karaoke and Ice Cream Social

Saturday, August 18
International Student Orientation Program and Beginning of New Student Orientation Program (Refer to usfca.edu/isss/orientation for a detailed schedule.)
ORIENTATION HIGHLIGHTS

Saturday, August 18
Move-In Day: Check 8:00 a.m.–3:00 p.m.
Orientation Kick-Off Event 3:00–3:30 p.m.
Off Campus Meeting Check-in 4:30–5:30 p.m.
Off-Campus Student Program (includes dinner) from 5:30–7:15 p.m.
Transfer Community Group Meeting 7:15–8:30 p.m.
Off-Campus Transfer Community Group Meeting 7:15–8:30 p.m.

Sunday, August 19–Monday, August 20
New Student Orientation events including the Transfer Student program and lunch, Community Group Meetings, Orientation to Your Major and optional Veteran Student Reception (for veteran students)
Transfer students are invited to the Transfer Student program and lunch on Monday, August 20, from 12:30–2:00 p.m. to get familiar with USF’s resources and connect with other USF students and staff. All of the orientation events will enable you to share your experiences with others while you learn more about life at USF. Attend, listen, connect, and have fun!

For more information about Orientation weekend, visit myusf.usfca.edu/orientation.

Join the TransferNation!
Did you know that there's an organization specifically for transfer students at USF? TransferNation is your No. 1 destination to meet other transfer students and get connected with your new USF community.
KEY INFORMATION & IMPORTANT PHONE NUMBERS

Area code is 415, the country code is +1

**Division of Student Life** .......................... 422-5550
University Center, Fourth Floor
myusf.usfca.edu/orientation For general information about New Student Orientation

**Arts and Sciences, College of (CAS)** ............. 422-5939
Harney, 240

**Center for Academic and Student Achievement (CASA)** ............. 422-5050
University Center, Third Floor
To connect with your Academic Success Coach

**Center for Global Education (CGE)** .............. 422-6848
Lone Mountain Main, 340
For questions about studying abroad

**Computer Services (ITS)** ............................. 422-6668
Lone Mountain, Second Floor
For help with myUSF and technology related questions

**Counseling and Psychological Services (CAPS)** ........................................... 422-6352
Gilson, Lower Level

**Student Financial Services** ............................. 422-3387
Lone Mountain, 203
Financial Aid ................................................. 422-3387
Student Accounts (billing and payment) ........ 422-2571
Student Employment ................................... 422-6770

**Health Promotion Services (HPS)** .................. 422-5797
University Center, Fifth Floor
For information on the Student Health Insurance plan and immunization questions

**International Student and Scholar Services (ISSS)** ................. 422-2654
University Center, Fifth Floor

**Management, School of (SOM)** ...................... 422-2369
Malloy Hall, 113

**Nursing and Health Professions, School of (SON)** .......................... 422-6681
Cowell Hall, 102

**Off-Campus Student Services** ......................... 422-4057
University Center, Fifth Floor
For information about living off-campus

**Office of Parents and Families** ....................... 422-2823
Lone Mountain Rossi, 323
usfca.edu/parents

**Office of the University Registrar** .................. 422-7260
Lone Mountain, 217

**One Card Office** .......................................... 422-7663
Lone Mountain, 130

**Public Safety** ............................................. 422-4222
University Center, Fifth Floor

**Student Disability Services (SDS)** .................. 422-2613
Gleeson, Lower Level, 20

**Student Health Clinic** ................................... 750-5995
St. Mary’s Medical Center
450 Stanyan Street, Level 2 West (2nd Floor)

**Student Housing and Residential Education (SHaRE)** ............... 422-6824
University Center, Fifth Floor

**Student Leadership and Engagement (SLE)** .............. 422-7256
University Center, Fourth Floor
For information about student organizations and leadership programs.

**University Ministry** ........................................ 422-4463
Toler Hall, 122
Immersions, retreats, social justice, spirituality and more. Open to students of all faiths or none.

STUDENTS: Keep this page with important phone numbers for quick and easy reference throughout your time at USF!

Don’t forget to visit the New Student Orientation website to find out more about these campus resources. Information can be found at myusf.usfca.edu/orientation/campus-resources.
ACADEMIC CALENDAR & CAMPUS EVENT HIGHLIGHTS (2018–2019)

Visit usfca.edu/academics/resources/academic-calendar for more information. For campuswide events, refer to usfca.edu/calendar for the most up-to-date listings.

AUGUST 2018
Fall Tuition Payment Due ........................................... August 1
Move-in Day for International Students ........................... August 14
International Student Orientation ................................. August 14–18
Black Student Orientation .......................................... August 16–17
Move In Day for Domestic Students ............................. August 18
New Student Orientation ............................................. August 18–20
Classes Begin ................................................................ August 21
Mass of the Holy Spirit ................................................. August 26
Last Day to Add Classes .............................................. August 27
Fall Involvement Fair and Barbeque ............................. August 30

SEPTEMBER 2018
Labor Day Holiday – No Classes ................................. September 3
Census Date ................................................................ September 7
Study Abroad Fair ....................................................... September 13
Fall Student Elections ................................................. September 17–21
Fall Health Fair ............................................................. September 18
Fall Career Premiere .................................................... September 25

OCTOBER 2018
Fall Break – No Classes .............................................. October 15–16
Family Weekend .......................................................... October 26–28
Major/Minor Fair ........................................................... October 18

NOVEMBER 2018
Last Day to Drop Classes ............................................ November 2
Spring Class Registration Period
for Continuing Students .............................................. November 5–28
Thanksgiving Recess – No Classes ......................... November 22–23

DECEMBER 2018
Last Day of Classes ................................................... December 5
Final Exams ................................................................. December 7–13
Mid-Year Commencement .......................................... December 14
Residence Halls Close for Winter Break ....................... December 16

JANUARY 2019
Residence Halls Reopen After Winter Break ............... January 1
Spring Classes Begin .................................................... January 22
Last Day to Add Classes .............................................. January 25
Spring Involvement Fair .............................................. January 31

FEBRUARY 2019
Census Date ................................................................ February 8
Student Leadership Conference ................................. February 10
Presidents’ Day Holiday – No Classes ..................... February 18

MARCH 2019
Spring Break ................................................................. March 11–15

APRIL 2019
Last Day to Drop Classes ........................................... April 8
Fall Class Registration Period
for Continuing Students ............................................. April 8–June 21
Easter Holiday – Begins at 4 p.m ................................ April 18
Easter Holiday – No Classes ......................................... April 19
Spring Student Elections ............................................. April 22–26
USF Earth Day ............................................................. April 23

MAY 2019
Last Day of Classes .................................................... May 9
Final Exams ................................................................. May 11–16
Student Leadership Awards ....................................... May 15
Commencement Mass ................................................ May 16
Commencement Ceremonies ..................................... May 16–18

For more details about orientation, pick up a schedule when you check in or at the information booth in Privett Plaza on Saturday, August 18. Visit myusf.usfca.edu/orientation for more information.

STUDENTS:
Don’t book your flight home until you know your final exam schedule!
FAMILIES OF NEW STUDENTS

We hope that all families of our new students can attend orientation. We have special programs and services to welcome everyone and to help ease your family’s transition. If you are planning to attend any part of Orientation weekend, please RSVP at myusf.usfca.edu/orientation.

FAMILY ORIENTATION

**Saturday, August 18**
10:00 a.m.–2:30 p.m. Family Hospitality and Question Area
11:00 a.m. Spanish Speaking Program
12:00 p.m. Lunch and Optional Campus Tour
12:00 p.m. First Generation Student and Family Program (for First Generation students and families only)
3:00 p.m. Orientation Welcome
3:45 p.m. Family Workshops: Student Success, Financial Matters, Academic Resources, and Transitioning into a College Parent
4:45 p.m. Family Workshops: sessions repeat

**Sunday, August 19**
9:30 a.m. Welcome Mass
10:30 a.m. Dons Fest: Campus Resource and Special Programs Fair and Lunch
11:00 a.m. Open Houses
1:00 p.m. Family Workshops: Student Success, Financial Matters, Academic Resources, and Transitioning into a College Parent
2:00 p.m. Family Workshops: sessions repeat
3:30 p.m. New Student Convocation

ADDITIONAL RESOURCES

Be sure to log onto our family website at usfca.edu/family.

This site is a great source of information about special events such as Family Weekend in October and lists resources parents and families might need in the future. When you visit, don’t forget to submit your email address so we can keep in touch with you!

MORE INFORMATION FOR NEW STUDENTS

The *Fogcutter* is the official student handbook and can be found online at usfca.edu/fogcutter. This publication has been designed as a resource for all USF community members and may be updated or revised throughout the academic year. All USF students must read the *Fogcutter*, as they need to be aware of all USF policies, services, and procedures.

**RIDE, DON’T DRIVE**

All freshman students are prohibited from bringing vehicles to campus, and all on campus residential students are ineligible to receive parking permits from Public Safety. In accordance with San Francisco city planning, sustainability efforts, and in order to reduce the amount of traffic in the residential neighborhood that surrounds the university, USF provides all undergraduate students with MUNI passes each semester, and encourages the use of alternative transportation.
MOVING ON CAMPUS

SATURDAY, AUGUST 18 FROM 8:00 A.M.–3:00 P.M.

Your orientation team will be up bright and early to meet, greet, and assist you and your new classmates. You will need your USF ID to check in. Pick up your ID at the central check-in area at Lo Schiavo Science Innovation Wing (ground floor of Lo Schiavo), where residence life staff will lead you through the check-in process. Your designated move-in time will be provided for you via your official USF email in mid-July. Don’t forget you must submit your proof of immunization to move into your residence hall. For a complete schedule, move-in day tips, a packing list, and guide to living with a roommate, visit SHaRE, Student Housing and Residential Education website: usfca.edu/housing. Please be advised that given our urban setting, traffic, and volume of students and families on campus, the move in process may take several hours to complete.

STUDENTS LIVING OFF CAMPUS

As a USF student living off-campus, you have numerous ways to be a part of the USF community. You can join a club or a study group, attend campus events, meet classmates for meals, get an on-campus job, find a lounge where you can relax and do homework between classes, and participate in the Recreational Sports programs. Nationwide, four out of five college students commute to campus, so you’re not alone.

Connecting with other students begins at orientation. Activities will help familiarize you with the campus and prepare you to thrive as a USF student. Be sure to attend the Off-Campus Student Program on Saturday, August 18, from 5:30–8:30 p.m. at Fromm Hall (check-in begins at 4:30 p.m.). You can also attend the community group meetings to learn more about life at USF and connect with fellow students.
RESIDENCE HALL MAILING INFORMATION

Fromm Residence Hall .......................................... 6700
Mailing Address:
Fromm Residence Hall
2497 Golden Gate Ave. (Room #)
San Francisco, CA, 94118

Gillson Residence Hall ........................................... 6183
Mailing Address:
Gillson Residence Hall
2325 Golden Gate Ave. (Room #)
San Francisco, CA, 94118

Hayes-Healy Residence Hall .................................... 6444
Mailing Address:
Hayes-Healy Residence Hall
2305 Golden Gate Ave. (Room #)
San Francisco, CA, 94118

Lone Mountain Residence Hall .................................. 6845
Mailing Address:
Lone Mountain Residence Hall
330 Parker Ave. (Room #)
San Francisco, CA, 94118

- or -
Pacific Wing of Lone Mountain Residence Hall
330 Parker Ave. PW (Room #)
San Francisco, CA, 94118

Loyola Village ....................................................... 5521
Mailing Address:
Loyola Village
(Confirm street address on Anza St. with student)
(Room #)
San Francisco, CA, 94118

Pedro Arrupe Residence Hall ............................. (415) 571-4020
Mailing Address:
Pedro Arrupe Residence Hall
490 Sixth Ave. (Room #)
San Francisco, CA, 94118

Toler Residence Hall ............................................. 6626
Mailing Address:
Toler Residence Hall (and Fulton House)
2345 Golden Gate Ave. (Room #)
San Francisco, CA, 94118
SAVE THE DATE!
FAMILY WEEKEND • OCTOBER 26 - 28, 2018
Registration opens soon! usfca.edu/parents