WELCOME USF FAMILY MEMBER!

Congratulations on the recent acceptance of your student to USF! We know that this can be an emotional time as you experience the highs and lows of watching your student start this new and exciting chapter in their life.

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 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.

In defining the terms of its relationships with students and parents, the university’s actions are informed by federal and state law, including the federal Family Education Rights and Privacy Act (FERPA). Given the legal constraints imposed on the university, as well as our philosophy on student development, it is important for students and parents to discuss expectations for sharing information with each other related to academic performance, disciplinary records, finances, and health and well-being, as well as the rights afforded to students through state and federal law.

PARENT FAMILY ORIENTATION

We strongly encourage parents/guardians and families to attend New Student Orientation. We offer special programs and services to help ease your family’s transition.

SATURDAY, AUGUST 20
1 p.m. First Generation Student and Family Program
2:30 p.m. Check In
3 p.m. Welcome and Family Transitions Session
4 p.m., 5 p.m. Family Information Sessions including Housing, Financial Aid, and Student Accounts

SUNDAY, AUGUST 21
9:30 a.m. Welcome Mass
10:30 a.m. Brunch
11 a.m. Dons Fest Campus Resource Fair
1 p.m. Workshops for Family Members
3 p.m. New Student Convocation

ADDITIONAL RESOURCES

For more information, visit myusfca.edu/orientation and be sure to log on to our family website at usfca.edu/family. This site is a good source of information about special events such as Family Weekend in early October, and it lists resources you or your student might need in the future. When you visit, don’t forget to submit your email address so we can keep in touch with you!
7 HELPFUL STEPS FOR FAMILY MEMBERS TO ASSIST THE TRANSITION TO COLLEGE

1. COMMUNICATE
   Come up with a communication plan. How will you communicate about grades, finances, and transitional or personal issues? Start the conversation now. We will provide more guidance and tips during Parent and Family Orientation on August 20-21.

2. HEALTH & WELLNESS
   Review your student’s health records with them. Each student needs to show proof of immunizations. The deadline to submit immunization records is August 15. For a list of required immunizations, visit: myusf.usfca.edu/student-health-safety/hps/immunization.

   Work with your students to select the USF-sponsored student health insurance plan or waive the requirement online by Sept. 1 for fall semester if they have comparable coverage. For more information, visit: myusf.usfca.edu/student-health-safety/hps/insurance.

   As your student is completing USF’s online module, Think About It: Part 1, start a dialogue about alcohol expectations and concern. What are your student’s feelings, as well as your own, related to this issue?

   Deadline for waiving the insurance plan and completing the Think About It modules is September 1.

3. ORIENTATION
   Make arrangements for New Student Orientation, scheduled for Saturday, August 20- Monday, August 22.

   International Student Orientation activities begin on Tuesday, August 16th. Parent and Family Orientation takes place on Saturday, August 20-Sunday, August 21.

   For more information or to see a detailed schedule of the family events, please visit: usfca.edu/orientation.

4. HOUSING
   Speak to your student about their housing selection. Encourage your student to be open and flexible about roommate assignments yet aware of potential concerns and issues. Review what they can bring to campus and what should be left at home: myusf.usfca.edu/housing.

5. FINANCIAL AID
   Work with your student to accept or decline their financial aid package. Students can access this through their myUSF account. Remember, this is something students need to do every year.

6. ACADEMIC ADVISING
   Ask your student about their experience with WebTrack and how their phone advising appointment went with their adviser. Be sure not to help too much with this process!

7. CLASS REGISTRATION
   Class registration opened on June 15. Talk to your student about what classes they are registered for. If they have not yet registered for classes, encourage them to register as soon as possible.
TIPS FOR TRANSITION

TRUST YOUR STUDENT
The first year is about discovery: discovery of self, discovery of academic strengths and limitations, and discovery of choices for the future. 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 classes that interest them.

TALK ABOUT FINANCES
Many students entering college have limited experience with financial management or independence, making their first year at college an overwhelming introduction to money matters. Additionally, working towards a college degree can be an expensive process. Discussing financial boundaries and financial responsibility is an important step toward your student’s success.

CONSIDER YOUR STUDENT’S INDIVIDUALIZED HEALTH AND DEVELOPMENTAL NEEDS
As you are making arrangements for health insurance and immunization, we encourage you to consider all possible health needs your student may have. This includes the need for services to ensure your student’s mental health. If your student has received mental health treatment in the past, including the completion of a recovery program, we strongly encourage you to ensure that adequate support is in place before they arrive at USF. Substance abuse relapse is not uncommon in college, and there is a possibility that stressors related to adjustment may trigger detrimental coping behavior. Also, if your student is on any kind of medication, we recommend that they begin a relationship with a health care provider in San Francisco as soon as possible. Additionally, if your student has an Individualized Education Plan due to OCD, ADHD, or a similar diagnosis, it is best to contact Student Disability Services for proactive planning around the transition to college academics.

LET YOUR STUDENT SOLVE THEIR OWN PROBLEMS, ISSUES, OR CONCERNS
All new students face challenges, whether they are academic, social, or personal. Be available to offer advice, help identify problem-solving resources, and be sympathetic. It is important to remember how much your student can learn from such life experiences and that your student will grow a great deal from solving their own problems.

ASK QUESTIONS, BUT BE CAREFUL HOW YOU DO SO
Becoming a college student is an adult responsibility, and though you may be tempted to tell your student what to do for the best outcome, remember they are taking steps on the path of their own development. It is better, for example, to approach your student by expressing interest in their experiences rather than insisting they are your business. Students will want to share much of what they have discovered and experienced, but they do not want to feel judged.

KEEP IN TOUCH
Most students will be very busy and may not be used to long-distance communication. It may be difficult to express what is going on at school in a text or email. Try not to misinterpret a lack of responses as rejection. Even if students do not admit it, they often are excited to hear news from home, family, and friends. Getting personal mail lets them know that someone cares.

VISIT (BUT NOT TOO OFTEN)
Occasional visits by family members are another part of the first-year experience that students may be reluctant to admit liking but do appreciate greatly. Visits work best if planned well in advance. Spur-of-the-moment visits may disrupt study plans or social events, creating, rather than relieving, stress.

REMEMBER: COLLEGE YEARS ARE NOT ALWAYS THE BEST YEARS OF YOUR STUDENT’S LIFE
Feelings of discomfort or discouragement are all part of college and part of growing up that can ultimately lead to success and happiness when they are addressed. Accept and be prepared for the highs and lows of the first year, and be ready to support and encourage your student throughout this transition.

ATTEND THE FAMILY ORIENTATION PROGRAM AT NEW STUDENT ORIENTATION
Join us for this session at New Student Orientation on August 20-21. Family members will learn how to help students stay healthy and happy, as well as how to stay involved in the USF Community.

STRIKE A BALANCE DURING THIS PERIOD OF CHANGE
Be patient, open to change, and ready for your student and who they have become. It is important to understand and respect your student’s newfound individuality, but remind your student that certain rules and courtesies still apply to them.

For more information and resources about the college transition, visit collegeparents.org.
ACADEMICS

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 are my options for paying tuition?
The due dates to pay tuition in full are August 1 and January 2 for the fall and spring semesters respectively. On the date, payment in full for the term is due, or students must have enrolled in the automated payment plan to avoid registration cancellation for the fall or spring semester. Families who are interested in the payment plan or for complete information about methods or payment policies, please visit myusf.usfca.edu/Onestop.

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 their financial obligations to the university.

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 2-3 hours per week for each credit enrolled. For example, in a 4 credit history class, they should plan to spend at least 8-12 hours studying for the class each week. So, in general, a student taking a full 12-16 credit load should be studying 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). Many students, as they transition from high school, find themselves struggling to adjust to the academic expectations of college. If your student experiences this, refer them to our Learning 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.

HOUSING
What can be done if my student and their on-campus roommate have a problem?
At the beginning of the year, roommates are encouraged to complete a roommate contract that is designed to foster healthy relationships. At this time, roommates discuss expectations about such topics as visitation, study time, quiet hours, personal property, and housekeeping. Encouraging your student to discuss concerns openly in a nonjudgmental manner will help them to acquire skills in problem solving and conflict resolution that have lifelong benefits. Many staff members, from resident advisors to resident directors, are trained to mediate roommate problems and are happy to assist in these discussions. As a last resort, your student may consider a room change. Room changes only occur following the second week of classes, and options may be limited due to very high occupancy.

Is my student guaranteed housing after their first year?
All new undergraduate students admitted for Fall 2016 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 for any of the following three reasons:
- Medical Needs
- Financial Needs
- Family member within 40 miles of USF with whom the student will live

Exemption requests may be submitted in the housing application through the USFrooms portal located on the SHaRE website myusf.usfca.edu/student-life/housing.

Students not required to live on campus but who would like to must enter a housing lottery for available spaces by submitting a housing application through the USFrooms portal located on the SHaRE website myusf.usfca.edu/student-life/housing. Approximately 35% of non-required students applying for housing through the lottery will receive on campus housing.

What resources and support are provided to students who live off campus?
The Office of Student Housing and Residential Education offers in-person and online support and resources for any student seeking off campus housing including:
- Individual coaching on the off-campus housing search process
- An off-campus housing resource website myusf.usfca.edu/student-life/off-campus-housing. Here students can find information on neighborhoods and transportation, first-time renters preparation materials, housing listings, and roommate requests.

If the need arises, the university may open temporary short-term housing in the residence halls during the summer to offer students a place to stay while they search for off-campus housing.

Are the residence halls a safe place to live?
USF is responsive to the safety concerns of its campus constituents and believes that campus safety is the responsibility of all members of the community. Each hall staffs the front desk 24 hours every day, and on-duty SHaRE staff members perform rounds of the building each night in addition to being available on weekdays, weekends, and holidays for emergency response. The Department of Public Safety also patrols the residence hall areas. Residence halls require all guests to sign in and out at the front desk, and residents are responsible for staying with their guests at all times. Students are encouraged to immediately report any suspicious activity. Emergency phones are strategically located throughout the buildings and across the campus. A variety of safety and security programs are offered throughout the year to educate students about preventing crime and responding to emergencies.

If my student is unable to come home for a holiday, will they be able to stay in the residence hall room during holiday breaks?
The residence hall rooms remain open for every school break except for the winter break following fall exams. The university and its residence halls are closed during this time and students must secure alternative housing.
HEALTH AND WELLNESS

My student wants a job while in college. Is this a good idea?
Research has shown that students who work 10-15 (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, home-sickness 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.

Why should my student get involved on campus?
Becoming involved will increase your student’s circle of friends, allow them to apply academic lessons to actual experiences, broaden their perspective, and provide a range of experience for future employment opportunities. It is fun, fulfilling, and important to the person your student is becoming. Involvement opportunities outside the classroom include joining a student club, serving on ASUSF Senate, performing community service, or working on campus, just to name a few. In addition, involvement has been shown to increase students’ overall satisfaction with college.

What is the university’s policy on consumption of alcohol and other substances on campus?
Please refer to the Foggcutter Student Handbook usfca.edu/foggcutter for full details pertaining to alcohol and other drug use on campus. The university expects all members of the campus community to conduct themselves in an appropriate manner and encourages the adoption of mature attitude toward the use of alcohol. It is the conviction of the university that drunkenness and public intoxication are unacceptable and that those who violate the norm of temperate drinking will be subject to disciplinary sanctions. The USF alcohol policy adheres to the laws of the state of California regarding the purchase, sale, and consumption of alcohol. The policy acknowledges the fact that persons over the age of 21 may purchase and consume alcoholic beverages. Those who fall in this category are responsible for setting a positive example to all minors by discouraging alcohol related behavior that is abusive to themselves or to others.

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.

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 (below).

How will I know if my student is subject to university disciplinary action?
Student disciplinary records are protected under FERPA. The best practice is for your student to inform you of any disciplinary charges directly. Students can also authorize the release of any or all of the information in their disciplinary files.

Student disciplinary records require a separate Consent to Disclose Form kept on file at the Office of Student Conduct, Rights & Responsibilities (OSCRR).
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.
2016–2017 ACADEMIC CALENDAR

Visit usfca.edu/academics/resources/academic-calendar for more information.

AUGUST 2016
- Fall Tuition Payment Due Aug. 1
- Move-in Day for International Students Aug. 16
- Move-in Day for Domestic Students Aug. 20
- International Student Orientation Aug. 16-20
- New Student Orientation Aug. 20-22
- Classes Begin Aug. 23

SEPTEMBER 2016
- Labor Day Holiday - No Classes Sept. 5
- Census Date Sept. 9

OCTOBER 2016
- Family Weekend Oct. 6-9
- Fall Break - No Classes Oct. 17-18

NOVEMBER 2016
- Last Day to Drop Classes Nov. 4
- Spring Class Registration for Continuing Students Nov. 7-30
- Thanksgiving Recess Nov. 24-25

DECEMBER 2016
- Last Day of Classes Dec. 7
- Final Exams Dec. 9-15
- Mid-Year Commencement Dec. 16
- Residence Halls Close For Winter Break Dec. 17

JANUARY 2017
- Residence Halls - Reopen After Winter Break Jan. 2
- Spring Classes Begin Jan. 23

FEBRUARY 2017
- Census Date Feb. 10
- President’s Day Holiday - No Classes Feb. 20

MARCH 2017
- Spring Break Mar. 13-17

APRIL 2017
- Last Day to Drop Classes Apr. 10
- Fall Class Registration Period for Continuing Students Apr. 10-Jun. 23
- Easter Holiday - Begins at 4 p.m. Apr. 13
- Easter Holiday - No Classes Apr. 14

MAY 2017
- Last Day of Classes May 11
- Final Exams May 13-18
- Commencement Mass May 18
- Commencement Ceremonies May 18-20
QUICK GUIDE FOR CAMPUS CONTACTS

All numbers begin with 415.422. unless otherwise noted.

Academic Affairs.................................6136
Accounting and Business Services,
Office of .............................................6521
Advancement, University.....................5623
Arts and Sciences, College of .............6373
Associated Students (ASUSF) ...............2400
Athletics Administration ......................6891
Bookstore ..........................................6493
Center for Academic and
Student Achievement ..........................5050
Center for Global Education ...............6848
Career Services Center .......................6216
Church, St. Ignatius .............................2188
Counseling and Psychological
Services .............................................6352
Dining Services ..................................6294
Disability Services, Student .................6876
Education, School of .........................6525
Employment Office, Student ...............6200
Financial Services (One Stop Enrollment)
(Financial Aid, Registration,
Tuition & Billing) .................................2020
Gender and Sexuality Center (GSC) ......4431
General Information ...........................5555
Health Clinic ....................................415.750.4980
Health and Recreation Center, Koret ......6821
Health Promotion Services ..................5797
Information Technology Services ........6668
Intercultural Center ............................6484
International Student and Scholar Services ..............2654
Leadership and Engagement,
Student ............................................7256
Learning and Writing Center ...............6713
Library, Gleeson................................2660
Mailroom ...........................................6341
Management, School of .....................2521
Media Relations .................................2697
Ministry, University .........................4463
Nursing and Health Professions,
School of .........................................6681
Office of Parent Relations ...................5872
President’s Office ...............................6762
Public Safety ....................................4222
Registrar ..........................................6316
Service Learning and
Community Action .............................2156
Student Life, Division of .....................5550
Telecommunications .........................4357
Theater, Presentation .........................2311

RESIDENCE HALLS

Student Housing and Residential
Education Main ....................................6824
usfca.edu/housing

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

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

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

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

- or -

Pacific Wing of the Lone Mountain
Residence Hall
330 Parker Avenue PW (Room Number)
San Francisco, CA 94118

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

Pedro Arrupe Residence Hall .............415.571.4020
Mailing Address:
Pedro Arrupe Residence Hall
490 6th Avenue (Room Number)
San Francisco, CA 94118

Phelan Residence Hall .........................6626
Mailing Address:
Phelan Residence Hall (and Haven House)
2345 Golden Gate Avenue (Room Number)
San Francisco, CA 94118
“Today, our prime educational objective must be to form men and women for others.”
— PEDRO ARRupe, S.J.
*Superior General, Society of Jesus in a July 1979 address*

**VISION AND MISSION**

**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.

For the full text of USF’s Vision, Mission, and Values Statement, please visit: [usfca.edu/about/values](http://usfca.edu/about/values).
KEY INFORMATION

University of San Francisco
Office of Parent and Families
usfca.edu/parents

Parent & Family Newsletter
Sign up for the monthly newsletter to keep current with important dates and other info: usfca.edu/parentupdates

New Student Orientation
August 20–22, 2016

Parent and Family Orientation
August 20–21, 2016

Family Weekend
October 6–9, 2016