



SAN DIEGO STATE  
UNIVERSITY

# College of Business Administration

LEADERSHIP FOR THE GLOBAL MARKETPLACE

## Student Survival Guide Student Survival Guide



# Do you have a lifeline?

Thank you for taking the time to read this guide, you have taken an important step in learning to make your life as a student more rewarding. The demands of college life can be overwhelming but you do not have to face them alone. This guide provides information about and encourages you to use the resources available to students at SDSU. In addition, the Business Advising Center (BAC) is committed to student achievement and understands the challenges faced by students during their college years. We encourage you to visit us and look forward to assist you in making your college experience an uncomplicated path to success.

After many years of working with student programs, we've learned that student to student recommendation is our best resource when it comes to disseminating information to students; as a result, you can read the advice students are providing to you based on their own experiences. Check our webpage and click on the link Student Success and Retention and then go to Student2Student. If you are also open to good professional advice please read the following:

## **Visit the Business Advising Center (BAC) to:**

Discuss your transition to SDSU and share your concerns. Review your educational plans and academic goals at least once per semester. Identify the requirements and prerequisites for your major. Obtain information on student campus resources. Fill out a Progress Report Sheet (PRS) and review your academic progress. You can print out a Progress Report Sheet from the link on our webpage.

## **When you have a problem:**

Do not hesitate to ask for help when you feel stressed or overwhelmed. Remember, we all need some sort of assistance during our college years. Strive to maintain balance in your life; you are responsible for your own well being. Inform an advisor or faculty member if you are experiencing difficulties and provide them with the opportunity to help you.

## **If you have a problem with your classes:**

Speak with your instructor as soon as you have a concern, do not wait until the following semester to address the problem. Schedule an appointment to meet with your instructor if you can not meet during office hours. Notify an advisor of any problems so he/she may be able to provide the best solution to your problems. If you are unable to find a solution, make an appointment to speak with the Assistant Dean. You can also contact the Department Chair; he/she may be able to assist as well.

## **If you are facing difficulties:**

Do not wait; seek appropriate assistance to help you resolve your problems. If you're not sure where to go, speak with a BAC advisor. Take advantage of student resources such as: Counseling & Psychological Services – Center for wellbeing, Student Health Center, The Writing Clinic, EOP Tutoring. Some Student Resources are listed on the back page but you can go to [www.sdsu.edu](http://www.sdsu.edu) for information on all available resources.

**Manage your time effectively:**

Remember, there are only 24 hours in a day regardless of the many commitments you might have. Get a daily planner, (we recommend the Mortar Board from SDSU), to keep track of important dates such as course assignments, midterm exams and term paper due dates. Also include deadline dates, final exams, campus activities and other appointments. Develop a study schedule and plan your activities. Remember, you must study 2-3 hours/week for every unit enrolled. Taking 12 units will require you to study an average of 30 hours/week. Acct majors will need an additional 30 hours/week if taking Acct 321.

**Balance work and unit load:**

Choose your course load carefully; do not try to over-enroll your first semester. Wait until you know what SDSU courses are like and what faculty expects from you. A full time course load is 12 units. Working students should keep in mind that enrolling in 12 or more units while working more than 20 hours a week may become overwhelming. Having to repeat courses you have failed or earned low grades can not only be costly, but you may end up on Academic Probation. If you have been able to work full time and go to school full time in the past, it does not mean that you can do the same while enrolled at SDSU.

**Get to know your professors:**

You must take the initiative to meet your professors. Don't be shy! Check your syllabus for listed office hours and pay a visit to introduce yourself. It is to your advantage to develop a good relationship with your professors. It makes it easier for you to ask your professor for help later on if you have problems understanding class material. It also facilitates getting feedback from them when it is time to fill out your Progress Report Sheet (PRS). Besides, you may need to ask him/her for a letter of recommendation at a later time if you decide to attend graduate school, apply for a scholarship, or as a job reference.

**Get Involved in Campus Life: Become a member of a student organization and join the Aztec Recreation Center (ARC):**

Take time to explore SDSU and the diversity of leaning and cultural opportunities available to you through campus activities such as, musical performances, lectures, movies, art exhibits, athletic events, etc. **Many events are free to students.** Getting involved is not only a great way to develop friendships, leadership skills and become connected to SDSU, but studies show that students who feel connected to their college have a greater success rate. A list of Student Organizations for Business Students is available at [www.as.sdsu.edu/absc/index.html](http://www.as.sdsu.edu/absc/index.html) For a list of SDSU Student Organizations visit Associated Students at [www.as.sdsu.edu/](http://www.as.sdsu.edu/) For information on recreational opportunities from the ARC go to [www.arc.sdsu.edu/index.php](http://www.arc.sdsu.edu/index.php) In addition to making new friends, keep in touch with family and old friends. Friends and family support increases your academic success.

**Last but not least:**

Make sure to read the e-mail messages you will be receiving from the BAC/Maria Palacio, throughout the semester. They provide lots of valuable information to help make your transition to SDSU a little easier. Take time to adjust to SDSU and keep in mind your academic and personal goals. Do not allow social activities/employment affect your academic achievement.

## SDSU CAMPUS RESOURCES FOR STUDENTS

Please visit the SDSU Student Affairs webpage at [www.sa.sdsu.edu](http://www.sa.sdsu.edu) to access the services provided by the following Departments.

### Departments

- [Career Services](#)
- [Communications Services](#)
- [Counseling & Psychological Services](#)
- [EOP/Ethnic Affairs](#)
- [Financial Aid & Scholarships](#)
- [Information Systems Management](#)
- [Intercultural Relations/Cross-Cultural Center](#)
- [International Student Center](#)
- [New Student and Parent Programs](#)
- [Ombudsman](#)
- [Residential Education Office](#)
- [Student Activities and Campus Life](#)
- [Student Disability Services](#)
- [Student Health Services](#)
- [Student Rights & Responsibilities](#)
- [Student Testing, Assessment & Research](#)

We encourage you to take the wellness self-assessment quiz at: [www.sa.sdsu.edu/forstudents/wellness3.html](http://www.sa.sdsu.edu/forstudents/wellness3.html) to find out about your physical and emotional well-being.

If you are a transfer student, do not forget to fill out the Transfer Student Readiness Inventory e-mailed to you earlier, or you can go to our webpage and click on the link.

For questions regarding your academic progress or anything you are concerned with contact:

Business Advising Center (BAC)  
EBA 448  
(619) 594-5828  
[www.sdsu.edu/undergradbiz](http://www.sdsu.edu/undergradbiz)

Office of Advising & Evaluations  
Student Services West, Room 1551  
(619) 594-6668  
[www.sdsu.edu/advising](http://www.sdsu.edu/advising)

**Remember: Successful students take advantage of SDSU Campus resources!**