

Incoming Exchange Students: *Course Selection Instructions*

All undergraduate exchange students at the University of San Diego (USD) must complete a “Learning Agreement” document in order to request courses for registration at USD. This document must be approved and signed by the student’s home university advisor prior to submission. Please refer to your online application portal for a copy of THE Learning Agreement.

Please note that students must select 5 primary courses and 3 alternate courses for a total of 8 courses on the Learning Agreement. The entire Exchange Program application will not be reviewed or accepted if the Learning Agreement is not complete with a total of 8 courses.

PLEASE FOLLOW THE INSTRUCTIONS BELOW TO COMPLETE YOUR LEARNING AGREEMENT:

1. **Determine Transferable Courses:** Review the online course catalog to determine which classes you will select on your Learning Agreement.
 - a. Please use the following link to view an entire listing of USD courses, course descriptions, and pre-requisites: <http://www.sandiego.edu/catalogs/>
 - b. Note that pre-requisites of USD courses must be respected. Required pre-requisites are listed after each course description. Students will not be enrolled in classes if they have not completed the prerequisite (or equivalent).
 - c. If a course is not listed in the online course catalog, such as a special topics course, student registration requests will be reviewed on a case by case basis to determine eligibility.
 - d. Course Codes
 - i. Each course subject at USD has a four letter abbreviation code. For example, courses beginning with the code *MGMT* are *Management* courses.
 - ii. Please refer to the following link to familiarize yourself with all the course codes: <http://catcher.sandiego.edu/items/usd/USD%20Subject%20Codes%2012.20.13.pdf>
 - e. Course Numbers
 - i. Undergraduate courses are indicated with course numbers between 100 and 499.
 1. Lower Division (1st and 2nd year): 100 -299
 2. Upper Division (3rd and 4th year): 300-499
 - ii. Undergraduates may not take classes with course numbers of 500 and higher.
2. **Review Restricted Courses:** Please do not request enrollment in any of the following courses, as they are restricted from exchange students – no exceptions will be made.
 - a. Writing Intensive courses
 - i. All “W” (writing intensive) courses are restricted. These courses are designated by a “W” following the course number.
 - ii. For example, *MGMT-401W: Business Communication*
 - b. All Independent Study Courses
 - c. All “Special Topics” Courses
 - i. These courses are designated by a course number ending in 394 or 494.
 - ii. For example, *MKTG-494: Marketing Analytics* or *MENG-494: Introduction to Robotics*
 - d. All Engineering Capstone Courses will be reviewed on a case by case basis to determine eligibility. For example, *ELEC-491W Electrical Engineering Design and Practice I*
 - e. Some English Courses

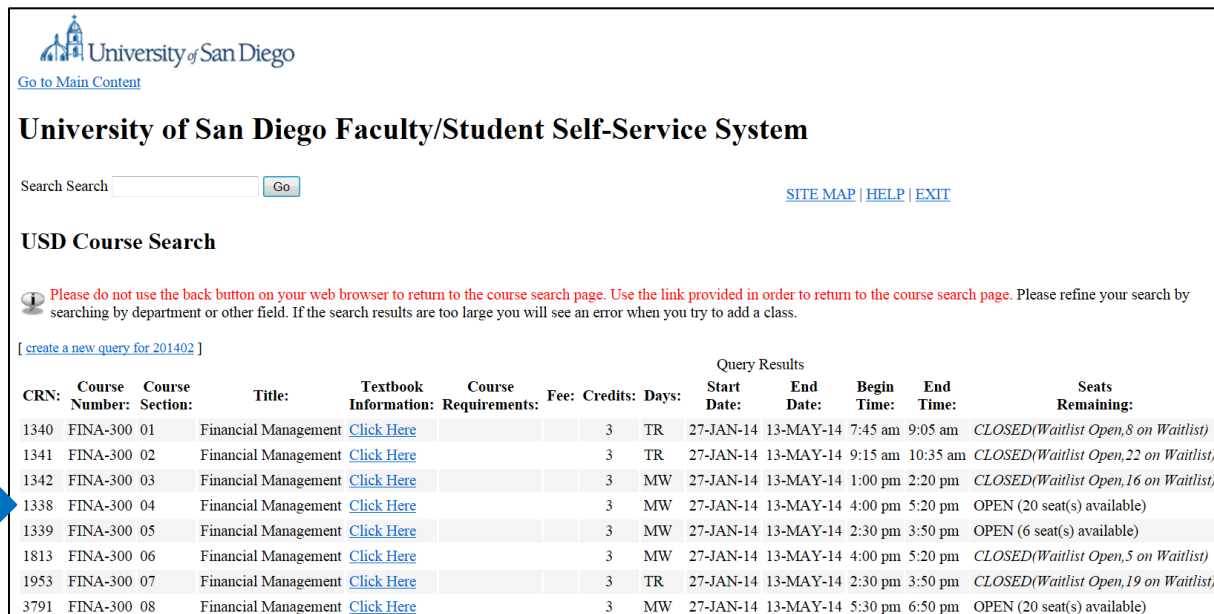
- i. All upper-division English courses (course numbers 300-499)
- ii. English 222: Poetry
- iii. English 280: Shakespeare
- iv. Exchange students who would like to enroll in English literature classes are encouraged to select one of the following classes: English 224, English 225, or English 228.

3. **Search Classes by Semester:**

- a. Please use the following link to search for courses offered during your term at USD. https://usdssb.sandiego.edu/prod/usd_course_query.p_start
- b. Then, select the term in which you will attend USD. For example, the search below is for Spring 2014.

- c. Next, enter the *course subject* and *course number* for the course you will search (refer to example below). Remember to check the “Co-Requisites/Pre-Requisites” box to show the pre-requisite courses. This way, you can review the pre-requisites and determined that you have completed an equivalent course.

- d. Select the desired course time. Make sure there are seats remaining, indicated by the word *OPEN*. Note that while it is possible to register students on a Waitlist, if there are more than 5 students already on the Waitlist it is highly unlikely that additional students will be able to enroll in the course.




University of San Diego
Go to Main Content

University of San Diego Faculty/Student Self-Service System

Search Search [SITE MAP](#) | [HELP](#) | [EXIT](#)

USD Course Search

 Please do not use the back button on your web browser to return to the course search page. Use the link provided in order to return to the course search page. Please refine your search by searching by department or other field. If the search results are too large you will see an error when you try to add a class.

[[create a new query for 201402](#)]

Query Results													
CRN:	Course Number:	Course Section:	Title:	Textbook Information:	Course Requirements:	Fee:	Credits:	Days:	Start Date:	End Date:	Begin Time:	End Time:	Seats Remaining:
1340	FINA-300	01	Financial Management	Click Here			3	TR	27-JAN-14	13-MAY-14	7:45 am	9:05 am	CLOSED(Waitlist Open,8 on Waitlist)
1341	FINA-300	02	Financial Management	Click Here			3	TR	27-JAN-14	13-MAY-14	9:15 am	10:35 am	CLOSED(Waitlist Open,22 on Waitlist)
1342	FINA-300	03	Financial Management	Click Here			3	MW	27-JAN-14	13-MAY-14	1:00 pm	2:20 pm	CLOSED(Waitlist Open,16 on Waitlist)
1338	FINA-300	04	Financial Management	Click Here			3	MW	27-JAN-14	13-MAY-14	4:00 pm	5:20 pm	OPEN (20 seat(s) available)
1339	FINA-300	05	Financial Management	Click Here			3	MW	27-JAN-14	13-MAY-14	2:30 pm	3:50 pm	OPEN (6 seat(s) available)
1813	FINA-300	06	Financial Management	Click Here			3	MW	27-JAN-14	13-MAY-14	4:00 pm	5:20 pm	CLOSED(Waitlist Open,5 on Waitlist)
1953	FINA-300	07	Financial Management	Click Here			3	TR	27-JAN-14	13-MAY-14	2:30 pm	3:50 pm	CLOSED(Waitlist Open,19 on Waitlist)
3791	FINA-300	08	Financial Management	Click Here			3	MW	27-JAN-14	13-MAY-14	5:30 pm	6:50 pm	OPEN (20 seat(s) available)

4. Complete the Learning Agreement with your selected classes

- Using the online course search website, select 5 primary courses and 3 alternate courses for a total of 8 courses on the Learning Agreement.
- The entire Exchange Program application will not be reviewed or accepted if the Learning Agreement is not complete with a total of 8 courses, including the following items:
 - CRN# (course registration number); for example, *1338*
 - Course number & course section; for example, *FINA-300-04*
 - Course title; for example, *Financial Management*
 - Number of credits; for example, *3*
 - Day(s); for example, *MW (Mondays & Wednesdays)*
 - Time; for example, *4:00pm-5:20pm*
- Please note that all course selections made on your Learning Agreement are subject to *class size, availability, and prerequisites*.

A Note about Recreation Courses

Some recreation courses may be taken for credit, others are just for fun. Examples of recreation classes include Surfing, Sailing, Dance, and Marital Arts. For a full list please see Campus Recreation Website: http://www.sandiego.edu/campusrecreation/recreation_classes/

Exchange students are welcome to enroll in recreation courses but should be aware that **additional fees** (typically \$50) usually apply. *Students will not be registered in recreation courses by the USD Exchange Program Advisor but will be given instruction on how to register themselves upon arrival.*