Preceptor Checklist

The following checklist includes major preceptor responsibilities for the Summer 2016, and should also assist you in advising your preceptees during the Olé Weekend meeting and during the period of adding and dropping courses.

1. Obtain your class rosters. Log onto MySandiego and open the Teach/Advise tab. In the Faculty Dashboard, click on the group icon to the right of your course name.

2. Advisor Hold: Advisor holds are automatically placed and will be automatically lifted, so you should not lift holds for your preceptees in August without permission from the preceptorial program. At 11:30 am on August 29 (immediately following the Preceptorial meetings), all freshmen advising holds will be lifted. Holds for your preceptees will remain lifted until they are reinstated just before registration begins for the Spring 2017 semester.

3. Math Placement: You will need to determine whether your students are registered for the correct math course.
   a. Summer advisors placed many students into math courses based on SAT/ACT or AP results, using the following guidelines:

<table>
<thead>
<tr>
<th>Mathematics Courses</th>
<th>Qualifies Automatically</th>
<th>OR Must Take Placement Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math 90 Intermediate Algebra*</td>
<td>---</td>
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</tr>
<tr>
<td>Math 112 Investigations in Modern Math**</td>
<td>Math SAT 530 or Math ACT 22</td>
<td>Level 1</td>
</tr>
<tr>
<td>Math 115 College Algebra</td>
<td>Math SAT 530 or Math ACT 22</td>
<td>Level 1</td>
</tr>
<tr>
<td>Math 130 Survey of Calculus</td>
<td>Math SAT 570 or Math ACT 25</td>
<td>Level 2</td>
</tr>
<tr>
<td>Math 150 Calculus I</td>
<td>Math SAT 600 or Math ACT 26</td>
<td>Level 2 or college credit for College Algebra</td>
</tr>
<tr>
<td>Math 151 Calculus II</td>
<td>AP Calculus AB 3, 4, or 5 or college credit for Calculus I</td>
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</tr>
<tr>
<td>Math 250 Calculus III</td>
<td>AP Calculus BC 3, 4, or 5 or college credit for Calculus II</td>
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</tbody>
</table>

b. If students elected to take the math placement exam(s), you may find the results by clicking on the “Test Scores” link in the Advisor Dashboard on MySanDiego. In addition to math placement results, the information in the “Test Scores” link includes AP, IB, CLEP, SAT, and ACT results. You may access this
information by logging onto MySandiego and opening the Teach/Advise tab. In the Advisor Dashboard either enter the student ID and click on the “Test Scores” icon or click on “Adv. List” for a listing of all of your advisees and click on the appropriate “Test Scores” link. You should compare this information with a student’s schedule to make sure the student is placed in the appropriate math class and/or is not duplicating credit based on AP/IB/CLEP results. AP/IB/CLEP scoring standards are available in this “Resources for Preceptors” channel.

c. Students who took one of the Math Placement exams and did not pass (or lack the appropriate SAT/ACT scores) fall into several categories; they will either be registered for a math class or not. If they are not, you should recommend that they take a math prep course or tutoring before they retake the placement exam. They will not be allowed to register for 112/115 or 130/150 unless they have received a passing score or they have passed the appropriate prerequisite course.

d. If they are already registered but did not pass the math placement exam, they can try retaking the exam one time. If they still do not pass, students must drop the course for which they are registered and register for a lower level course.

e. Level I scores are for Math 112/115, which refers to the algebra classes for non-math or non-science majors that fulfills the core curriculum requirement. If students do not pass this exam, they must either register for Math 90, an intermediate course preparation that does not count toward graduation units, or transfer a college-level algebra course that satisfies USD’s core curriculum requirement.

f. If they did not pass the Level II test but passed the Level I test, they will need to drop Calculus and register for Math 115 (College Algebra). They should not take 112 if they are planning on taking Calculus later on.

g. Potential Business majors should be enrolled in Math 130 or Math 150. Potential Math or Computer Science majors should be enrolled in Math 150 or higher for their math requirement, and Math 160 for their critical reasoning requirement (in place of Philosophy 101 (Logic)).

4. **AP/IB Scores:** You will need to make certain that students are not registered for courses in which they recently received AP or IB credit. While we have been working diligently to fix many of the overlaps in score, test results keep trickling in to the university and you may need to encourage students to replace courses once their advisor holds are listed. Please review your preceptees’ schedules and test scores to see if overlaps exist. AP/IB/CLEP score equivalency tables are located on the “Resources for Preceptors” tab on the my.sandiego.edu Teach/Advise tab.
5. **Language Placement**: You will need to find out if your students are correctly registered for their language classes. The process below explains how you should advise them

   a. Students, particularly but not only, prospective Language Majors, double Majors and Minors are advised to begin studying languages in their **first** semester at USD.

   b. Students may enroll or be enrolled in a language class **only after** they have been placed by the Dept. of Languages in the course that is most suitable for their academic background and current level of competency.

   c. Guidelines on how to obtain a placement or how to find out what course to enroll in are summarized in the chart below. Additional details, the form to request the Waiver of Placement for 101, and placement exams are available online through the “Language Gateway” tab on the website of the Dept. of Languages, Cultures, and Literatures: http://www.sandiego.edu/cas/languages/requirements-and-placement/

| Absolute beginners (students without prior classes or significant exposure to a language) **must enroll in 101** (all languages) | These students should **not take the placement exam**, but instead **file a request of waiver of placement**. Once granted, a waiver of placement lifts the placement pre-requisite in the registration system and allows a student to enroll in 101 without having taken the placement exam. The waiver form is available here: http://www.sandiego.edu/cas/languages/requirements-and-placement/waiver-form.php. Usually two or three working days after having submitted the request of waiver of placement, students will receive an e-mail placing them in 101. They may then enroll in the class. If a student does not receive this e-mail within a week of having submitted a waiver request or is unable to find it, s/he must contact Dr. Rubio-Fernaz, Director of Placement, at santiago@sandiego.edu.

| Students with prior academic background in or significant exposure to a language **must enroll in 101-202 or an Upper Division course based on level of competency** (all languages) | These students **must take the Placement Exam** available at this link: www.sandiego.edu/cas/languages/requirements_and_placement/Language_Placement_Exams.php. The Placement Exam is not an achievement test and does not generate an academic record of any kind. It is a diagnostic tool used to determine at what level language students should start their coursework at USD. Students, therefore, should not prepare for the exam or use any assistance.

   Two or three working days after having taken the Placement Exam, students will receive an e-mail with clearance to enroll in their "Primary Placement," and, when appropriate, an "Optional Placement". A student may enroll in either level but **cannot enroll in a level below or above** the level(s) specified in the e-mail. **As an advisor, if you see “102 P” in your portal, it means that the student has tested into 102 and can enroll for that course. If you see “101 P” it means the student can enroll in 101, etc.**

   Students who have received credit for language courses taken at another college and want to continue studying the same language at USD **do not** go through the placement process. They must enroll in the course that follows in the sequence of our program or, if already at the upper-division level, contact the director of the appropriate language program to determine what class to enroll in (see next section).

   Placement results are valid only for the academic year in which they were obtained. The Placement Exam may only be taken once without the express consent of the Director of Placement or the Department Chair. If a student did not receive the results by e-mail or cannot find them, he or she must contact Dr. Rubio-Fernaz, Director of Placement, at santiago@sandiego.edu, to obtain a copy of the original notification.

   To fulfill the Core Curriculum language requirement, students must pass a language class at the level of 201 or higher. They can also take the **competency exam**. Information on this exam including registration procedures and exam dates is available at: www.sandiego.edu/cas/languages/requirements_and_placement/comp_exams.php.
6. As part of a new “companion class” feature of the preceptorial program, students in your preceptorial section will be automatically enrolled together in a second course during the Spring semester. I will work with each of you early in the fall to identify an appropriate companion course and pre-register your students in it prior to onset of the official registration period.

7. NROTC first year students should be enrolled in NAVS 001L and NAV101S.

8. Writing Preparation
   a. **International** students from non-English speaking countries MUST be placed in English 110 unless it is apparent that their high school training was in English. These international students will be taking an English Placement Exam during International Student Orientation if they wish to test out of 110.
   b. **Any domestic** student who scored below 500 on the SAT II exam should be placed in ENGL 115 rather than 121.

9. Several majors have special considerations: potential **Biology** majors should register for BIOL 190 rather than BIOL 221 or 225; potential **Engineering** majors must have MATH 150 eligibility in order to enroll in ENGR 101; students entering the **Choral Scholars** program should be enrolled in MUSC 152, 153, 161, for one unit each; potential **Liberal Studies** majors should have been placed in special courses (for more information, contact Dr. Margaret Daley (mdaley@sandiego.edu)).

10. Please review your preceptees’ schedules to determine if any AP, IB, or CLEP scores result in the duplication of credit.