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 the iTorero online application section “J-1 Exchange Academic Information” to download the Learning Agreement form.

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 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://catalogs.sandiego.edu/undergraduate/](http://catalogs.sandiego.edu/undergraduate/)
   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).
      i. All pre-requisites will be listed in the course catalog, with one exception. Last semester, we noticed that not all of the pre-requisites for MGMT 490 are listed. Please note, in order to take MGMT 490, you need to have already completed the equivalent of MGMT 300 Organizational behavior, MKTG 300 Fundamentals of Marketing, AND FINA 300 Financial Management.
   c. Similarly, do not select courses that are too basic for you or too similar to courses you have already taken at your home university.
   d. 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.
   e. 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 of the course codes: [http://catcher.sandiego.edu/items/usd/USD%20Subject%20Codes%2012.20.13.pdf](http://catcher.sandiego.edu/items/usd/USD%20Subject%20Codes%2012.20.13.pdf)
   f. 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. All Writing-Intensive Courses
      i. All "W" (writing-intensive) courses are restricted. These courses are designated by a “W” in the “Course Requirements” column on the Course Search page. Some writing-intensive courses will also be designated with a "W" following the course number.
b. All Honors Courses
   i. All “H” courses are restricted. These courses are designated by an “H” following the course number.
   ii. For example, PSYC-101H

c. All Independent Study Courses

d. 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

e. 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

f. 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. Not all courses are offered each semester. [https://usdssb.sandiego.edu/prod/usd_course_query.p_start](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. You will select “Fall 2016.”

   ![Course Search Example]

   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. Be sure that there are no time conflicts between the classes you select on your learning plan. 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.

4. Complete the Learning Agreement with your selected classes
   a. Using the online course search website, select 5 primary courses and 3 alternate courses for a total of 8 courses on the Learning Agreement. Be sure that the class times of the courses you select do not conflict with each other.
   b. 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:
      i. CRN# (four-digit course registration number); for example, 1338
      ii. Course number & course section; for example, FINA-300-04
      iii. Course title; for example, Financial Management
iv. Number of credits; for example, 3
v. Day(s); for example, MW (Mondays & Wednesdays)
vi. Time; for example, 4:00pm-5:20pm

c. 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 Martial 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 $60) 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.