

## MySanDiego Portal: used for registration, finances, grades, and email

1. Go to [my.sandiego.edu](http://my.sandiego.edu) and login with your USD username and password.
2. From the **Torero Hub** tab, you can navigate to the following pages:
  - a. **Paralegal** - From this page, you can register for classes, view your class schedule, view final grades, and obtain an unofficial transcript (see pages 2-5 for details).
  - b. **My Financial Aid (Non-Law)** - On this page you will find all information regarding your financial aid award and necessary steps to complete (see page 6 for details).
  - c. **My Student Account** - From this page you can view your student account, make a payment, set up a payment plan, and obtain tuition tax documents (see page 7 for details).

**\*Check your USD email regularly!**  
All official communications from USD and the Paralegal staff and instructors will be sent here!\*

mySanDiego

Torero Hub ▾ Torero Life ▾

Home / Torero Hub / Welcome

70°F / 21°C

Sign Out

Emergency Notification

Emergency Notification

In an emergency, we may need to notify you of a serious threat to your safety. Please help us by providing the following information. It will only be used for emergency/safety purposes.  
Thank you.

My First Name:  
My Last Name:  
Cell Number On Record:

Update My Cell Number:

Ex: 619 XXXXXXXX

Submit

Please Enter 999 9999999 if you do not have cell phone in the Update My Cell Number field.

USD Voice: Available now on Amazon Echo

...ing on Thursday? Alexa, ask USD...  
... to give me info...

## a. Paralegal

**Final course grades will be posted here approximately 2 weeks after the end of each course.**  
To view your final grades, select the term from the drop-down menu (*Note: Do not select the terms that start with FST, no grades will show*). All courses for which you are currently enrolled will show. If the final grade is available it will show in the Final column.

The screenshot displays the mySanDiego website interface for a Paralegal student. The top navigation bar includes the mySanDiego logo, Torero Hub, Torero Life, and a home icon. The main content area is divided into several sections:

- Student Grades:** A table showing course information for Summer 2016. The table has columns for Course Title, CRN, Subject, Course, Midterm, and Final. Courses listed include Introduction to Law, Legal Research and Writing, and Civil Litigation. A callout box points to this section, stating: "Final course grades will be posted here approximately 2 weeks after the end of each course. To view your final grades, select the term from the drop-down menu (*Note: Do not select the terms that start with FST, no grades will show*). All courses for which you are currently enrolled will show. If the final grade is available it will show in the Final column."
- Academic Profile:** A section for Summer 2016 with a "Select Another Term" dropdown. It includes fields for Class Standing, Degree, Level, Program, Admit Term, Catalog Term, College, Campus, Major and Department, and Advisors. A callout box points to the "Transcript" link, stating: "Click the Transcript link to view an unofficial copy of your transcript."
- Banner Registration Tools:** A list of registration tools including Registration Status, Look Up Classes, New Add/Drop Registration, Old Add/Drop Classes, Active Registration, Concise Student Schedule, Detailed Student Schedule, Registration History, and Plan for Future Terms. A callout box points to this section, stating: "See pages 3-5 for detailed registration instructions."
- Paralegal Alumni Association:** A section providing information about the USD Paralegal Alumni Association, including Alumni Benefits, Job Board, Continuing Education, and Test Preparation. A callout box points to the "Transcript" link, stating: "Go to Blackboard for course materials and program resources."
- E-Learning:** A section for "Olé Olé Olé" with a callout box pointing to it, stating: "Go to Blackboard for course materials and program resources."

The bottom right corner of the page shows the Paralegal Career Services section, which offers employment assistance to graduates.

1. When you click the **New Add/Drop Registration** link on the Paralegal page, a new window will open (*\*make sure your pop-up blocker is off*).
  2. Click the link to **Register for Classes**.
  3. From the drop-down menu, **select the term** for which you want to register and click **Continue**.
- \*Do not select terms that start with "FST" - no courses will show.*







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Student | Sign Out | Notifications

Banner Self-Service Student Registration

### REGISTRATION

What would you like to do?

-  **Prepare for Registration**  
View registration status, update student term data, and complete pre-registration requirements.
-  **Register for Classes**  
Search and register for your classes. You can also view and manage your schedule.
-  **Plan Ahead**  
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
-  **Browse Classes**  
Looking for classes? In this section you can browse classes you find interesting.
-  **View Registration Information**  
View your past schedules and your ungraded classes.
-  **Browse Course Catalog**  
Look up basic course information like subject, course and description.

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- Under the Find Classes tab, enter **Paralegal Studies** in the Subject field and click the **Search** button.
- A listing of all Paralegal classes will appear. Find the classes you want to register for and click the **Add** button.

**Important Notes:**

- Classes with a Course Number ending in "E" are only available to Evening students.
- Classes with no "E" in the Course Number are only available to Day students.
- Courses may appear to conflict because they are on the same days/times, but their **date ranges may differ**. Hover over the **Meeting Times** column to see full details of the course dates, time, and location. **The system will prevent you from registering for courses that overlap.**

- After you have added all your courses, click the **Submit** button at the bottom of the screen to complete the registration process.

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Banner Self-Service • Student • Registration • Select a Term • Register for Classes

### Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

**Search Results — 24 Classes**  
Term: Spring 2017 Subject: Paralegal Studies Search Again

Title	Subject Description	Course Num	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	
<a href="#">Introduction to Law Lecture</a>	Paralegal Studies	500	01	2	3685	Spring 2...	<a href="#">Boros, Nicole</a> (Primary)	S M T W T F S 09:00 AM - 12:10 PM Building: Barcelona Room:	Main Ca...	21 of 40 seats remain.	Add
<a href="#">Introduction to Law Lecture</a>	Paralegal Studies	500E	01	2	3698	Spring 2...	<a href="#">Cara, Adriana</a> (Primary)	S M T W T F S 06:00 PM - 09:10 PM Building: Barcelona Room:	Main Ca...	15 of 40 seats remain. Time Conflict!	Add
<a href="#">Legal Research and Writing Lecture</a>	Paralegal Studies	505	01	3	3686	Spring 2...	<a href="#">DeKovens, Robert</a> (Primary)	S M T W T F S 09:00 AM - 12:10 PM Building: Warren Hall Room:	Main Ca...	22 of 40 seats remain.	Add
<a href="#">Legal Research and Writing Lecture</a>	Paralegal Studies	505E	01	3	3699	Spring 2...	<a href="#">Engle, Melissa</a> (Primary)	S M T W T F S 08:30 AM - 12:45 PM Building: Pardee Legal Rese	Main Ca...	23 of 40 seats remain.	Add
<a href="#">Computers in the Legal Field Lecture</a>	Paralegal Studies	510	01	3	3687	Spring 2...	<a href="#">Minden, Kimberly</a> (Primary)	S M T W T F S 09:05 AM - 12:15 PM Building: Barcelona Room:	Main Ca...	7 of 25 seats remain.	Add
<a href="#">Computers in the Legal Field Lecture</a>	Paralegal Studies	510E	01	3	3701	Spring 2...	<a href="#">Lazarus, Larissa</a> (Primary)	S M T W T F S 06:00 PM - 09:10 PM Building: Barcelona Room:	Main Ca...	16 of 25 seats remain. Time Conflict!	Add
<a href="#">Computers in the Legal Field Lecture</a>	Paralegal Studies	510E	02	3	3702	Spring 2...	<a href="#">Isaac, Sandy</a> (Primary)	S M T W T F S 06:00 PM - 09:10 PM Building: Barcelona Room:	Main Ca...	1 of 25 seats remain. Time Conflict!	Add
<a href="#">Introduction to Business Entities Lecture</a>	Paralegal Studies	521	01	3	3694	Spring 2...	<a href="#">Trowbridge, Jennifer</a> (Primary)	S M T W T F S 01:30 PM - 04:40 PM Building: Barcelona Room:	Main Ca...	9 of 25 seats remain.	Add
<a href="#">Introduction to Business Entities Lecture</a>	Paralegal Studies	521E	01	3	3708	Spring 2...	<a href="#">O'Laughlin, Daniel</a> (Primary)	S M T W T F S 06:00 PM - 09:10 PM Building: Barcelona Room:	Main Ca...	3 of 25 seats remain.	Add
<a href="#">Administrative Law Lecture</a>	Paralegal Studies	524E	01	3	3705	Spring 2...	<a href="#">Klein, Robert</a> (Primary)	S M T W T F S 06:00 PM - 09:10 PM Building: Kroc Inst for Peace	Main Ca...	14 of 25 seats remain. Time Conflict!	Add

Page 1 of 3 | 10 Per Page Records: 24

Conditional Add and Drop Submit

7. Once you have completed the registration process, you can view the details of your schedule and your total tuition and fees in the **Panels** at the bottom of the screen, or click on the **Schedule and Options** tab at the top to email or print a copy of your schedule.

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Banner Self-Service • Student • Registration • Select a Term • Register for Classes

### Register for Classes

Find Classes | Enter CRNs | Plans | **Schedule and Options**

**Summary**  
Term: Spring 2017

Title	Details
<a href="#">Contracts</a>	PLST 525E, 01
<a href="#">Introduction to Business Entities</a>	PLST 521E, 01
<a href="#">Real Estate</a>	PLST 556E, 01

Total Hours | Registered: 9 | Billing: 9 | CEU: 0 | Min: 0 | Max: 999,999,999

Courses may appear to conflict in the calendar, but if you click on the course, then click **Instructor/Meeting Times**, you will see the exact dates of the course. *\*Note: syllabi and book info will be posted on Blackboard, not here.*

View your tuition and fees here. For information on payments and financial aid, continue to page 6 of this guide.

**Tuition and Fees**

**Schedule** | Schedule Details

Class Schedule for Spring 2017

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6pm			Contracts Introduction to Business Entities Real Estate		Contracts Introduction to Business Entities Real Estate		
7pm							
8pm							
9pm							
10pm							
11pm							

Panels

**Summary**

Title	Details	Hours	CRN	Schedule Type	Status	Action
<a href="#">Contracts</a>	PLST 525E, 01	3	3703	Lecture	Registered	None
<a href="#">Introduction to Business Entities</a>	PLST 521E, 01	3	3708	Lecture	Registered	None
<a href="#">Real Estate</a>	PLST 556E, 01	3	3707	Lecture	Registered	None

Total Hours | Registered: 9 | Billing: 9 | CEU: 0 | Min: 0 | Max: 999,999,999

Conditional Add and Drop | Submit

## b. My Financial Aid (Non-Law)

mySanDiego Email Sign Out

Torero Hub ▾ Torero Life ▾ [/ Torero Hub / My Financial Aid \(Non-Law\)](#) 70°F / 21°C

### Financial Aid Ticker

17/1

### Financial Aid Status

2017-18 Academic Year

Financial Aid Status.

Term: 2017-18 Academic Year ▾

Submit

If you are receiving Financial Aid, make sure that you see all green check marks in this list. For more information or assistance, refer to our Financing Options webpage: [www.sandiego.edu/pce/paralegal/financing](http://www.sandiego.edu/pce/paralegal/financing)

### Financial Aid Requirements

1516 Academic Year

Requirements	Fund	Source	Term	Status
				✓

Choose Another Year ▾ Go

**Important Information:** Please note that the red flags for the Federal Direct Loan requirements will not be updated until mid-July if all requirements have been completed. The 3 week deadline does not apply to loan requirements. This includes applications, Entrance Loan Counseling, and Master Promissory Notes (MPN).

### Financial Aid Awards

Financial Aid Awards

### Housing And Units

### Financial Aid Useful Links

- Forms & Applications
- Entrance/Exit Loan Counseling
- Office of Financial Aid
- Student Employment
- FAFSA
- 2016-2017 Change of Status e-form
- 2016-2017 FWS Appeal Form
- 2017-2018 Early FAFSA Information
- 2017 Summer College Work Opportunity Application
- 2017 Summer Supplemental Financial Aid Application
- 2017 Summer Change of Status eForm
- 2017-2018 Change of Status eForm

### Free Book Drawing

Win a Free Copy of "Your Money, the Missing Manual" or "Secrets to Winning a Scholarship" Click Here!

### Family Educational Rights and Privacy Act (FERPA)

What is FERPA?

Frequently asked questions

For students, parents, faculty, and staff

USD Release Policy

Granting Others Access to Your Information: FERPA Tutorial

### c. My Student Account

Nearly everything you need to know about making payments, setting up payment plans, or viewing your student account is here.

*\*All of these links open in a new window. Make sure your pop-up blocker is off.*

mySanDiego

Torero Hub ▾ Torero Life ▾ / Torero Hub / My Student Account

Email Sign Out 70°F / 21°C

#### My Student Account

**There are no holds on your account**

Click **My Online Student Account** to do the following from the list: *(having trouble with the link?)*

- View my bill or recent activity Tutorial
- Make a payment Tutorial
- Enroll in Payment Plan Tutorial
- Enroll in eRefund (Direct Deposit) Tutorial
- Authorize a Parent to view and pay my account Tutorial
- FAQ about student accounts

**i** If you have questions and/or are unable to pay your student account, please contact onestop@sandiego.edu. Your USD ID# must be included in all email questions.

#### International Wire Transfer Payments

Flywire by peerTransfer

USD has partnered with flywire by peerTransfer to streamline the tuition payment process for international students. Click flywire by peerTransfer to begin your International Wire payment. Tutorial

#### Tax Document

**NEW!**

OMB No. 1545-1574

**2016**

Form **1098-T**


**Tuition Statement**

If you were enrolled in credit courses and billed during the previous calendar year and your SSN is on file with us, an electronic copy of your 1098-T will be available by January 31. Your 1098-T will only display charges that were billed during the calendar year, not the payments you made.

#### Student Account Ticker

**February 20th for undergraduates and graduates students and January 6th for law students. If your U**

#### Money Matters



**Tip of the Month:**

Follow the instructions in this box to obtain your 1098-T tax document. If you need assistance, please refer to: [www.sandiego.edu/finance/student-financial-services/student-accounts/1098/](http://www.sandiego.edu/finance/student-financial-services/student-accounts/1098/)

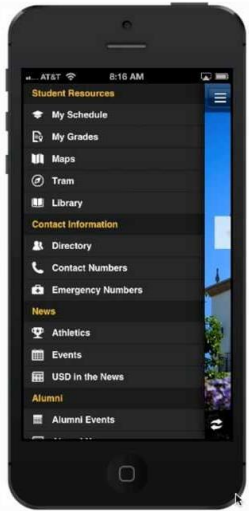
#### Hot Topic Link(s)

- Free-up Tuition, helpful tips on landing scholarships
- START with CHANGE - Master your Money, One Step at a Time
- NEW EMPLOYEE SAVINGS TIPS-Time Is On Your Side
- How to Use Credit Cards Wisely
- Apple Music Subscription Is Now Half Price For Students

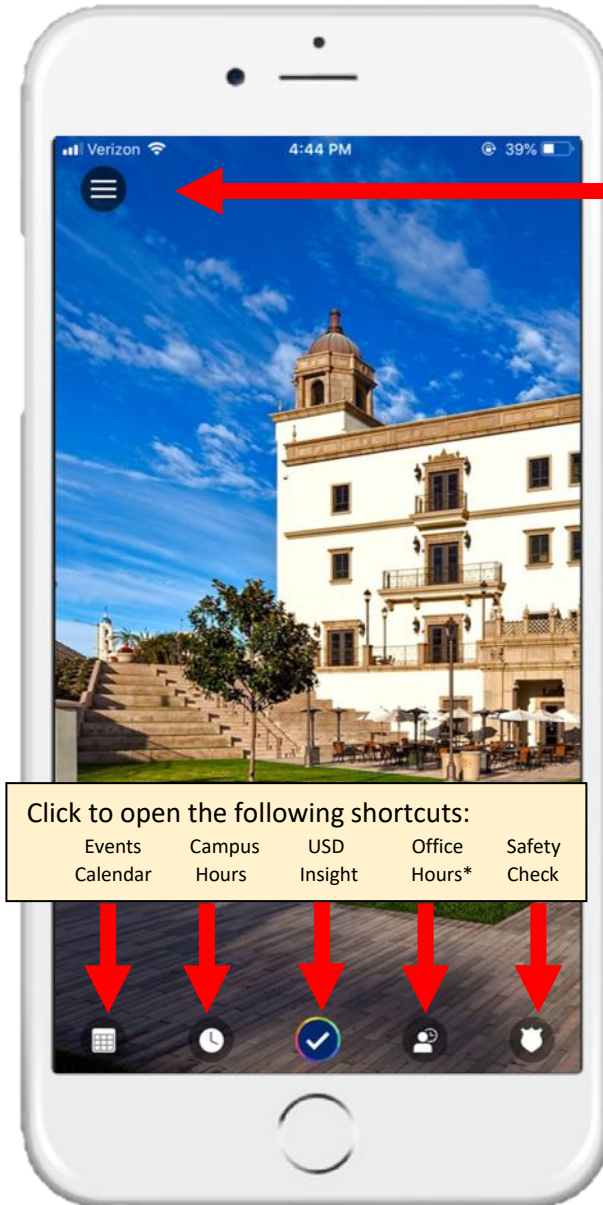
## MySDMobile App Instructions:

- Download the “MySDMobile” app in your respective app store.

- Once the app opens, it should show the following screen.



Download at  
[sandiego.edu/mobile](http://sandiego.edu/mobile)



Click this icon to open the side tab with various resources. See the next page to see a few more of the available links.

Click to open the following shortcuts:

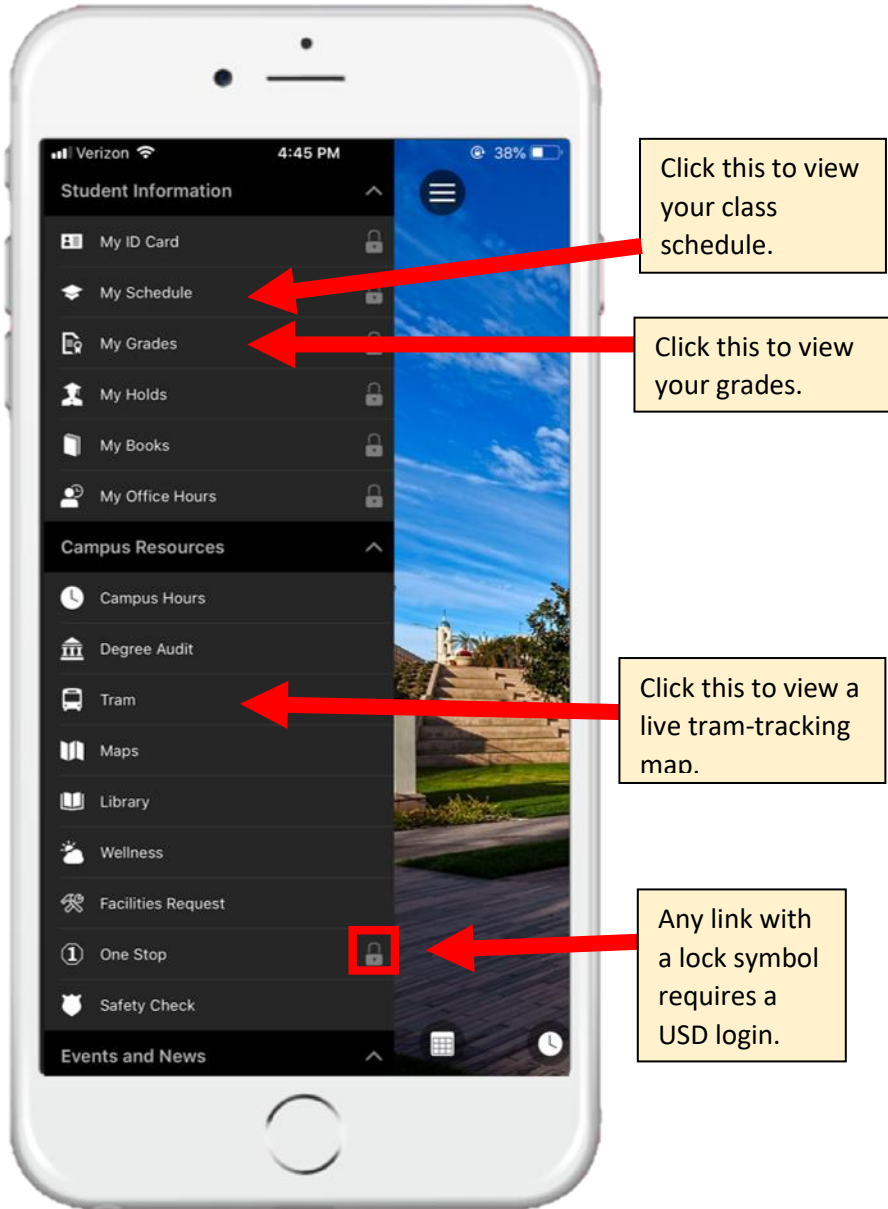
Events Calendar    Campus Hours    USD Insight    Office Hours\*    Safety Check

\*Note: Paralegal courses do not have instructor office hours listed.



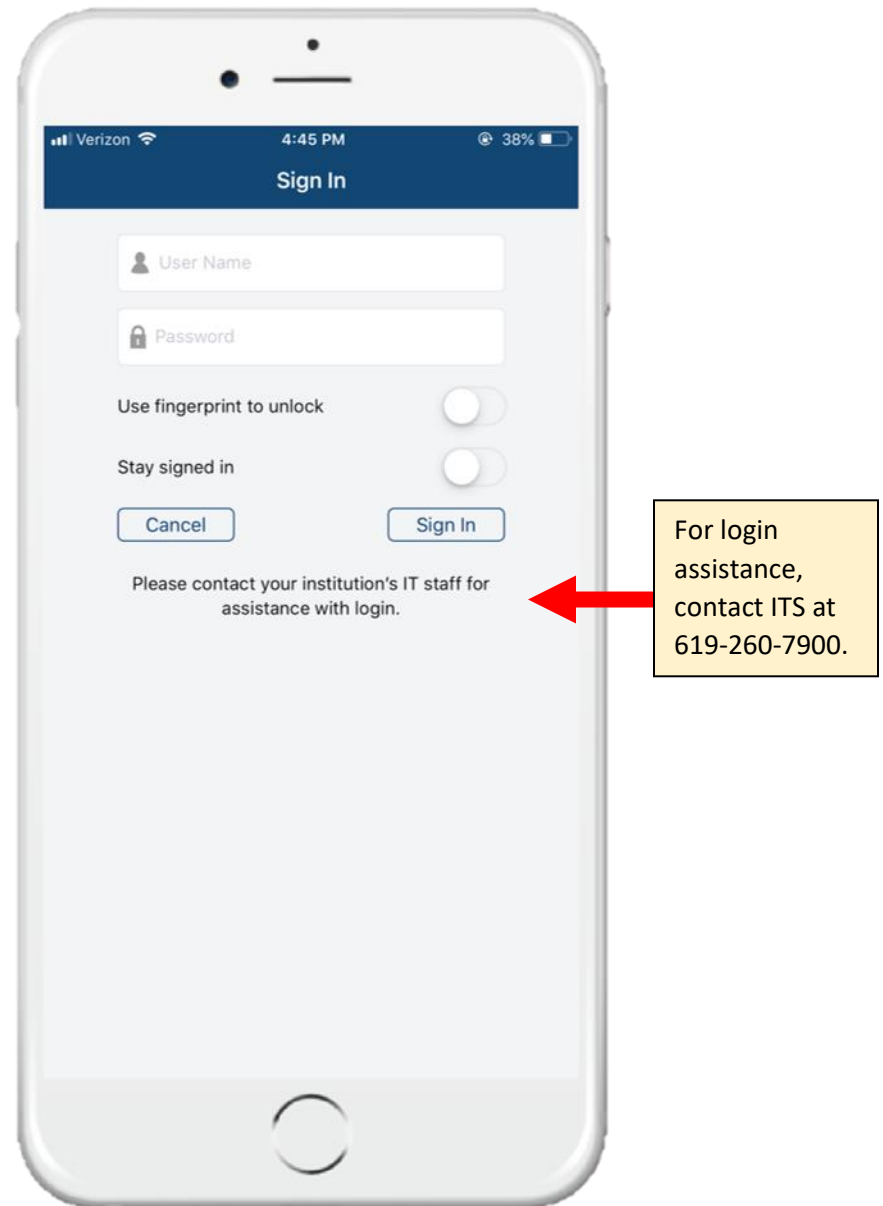
## Main Menu

- Once you click the menu icon, in the top-left corner, the following screen should appear.



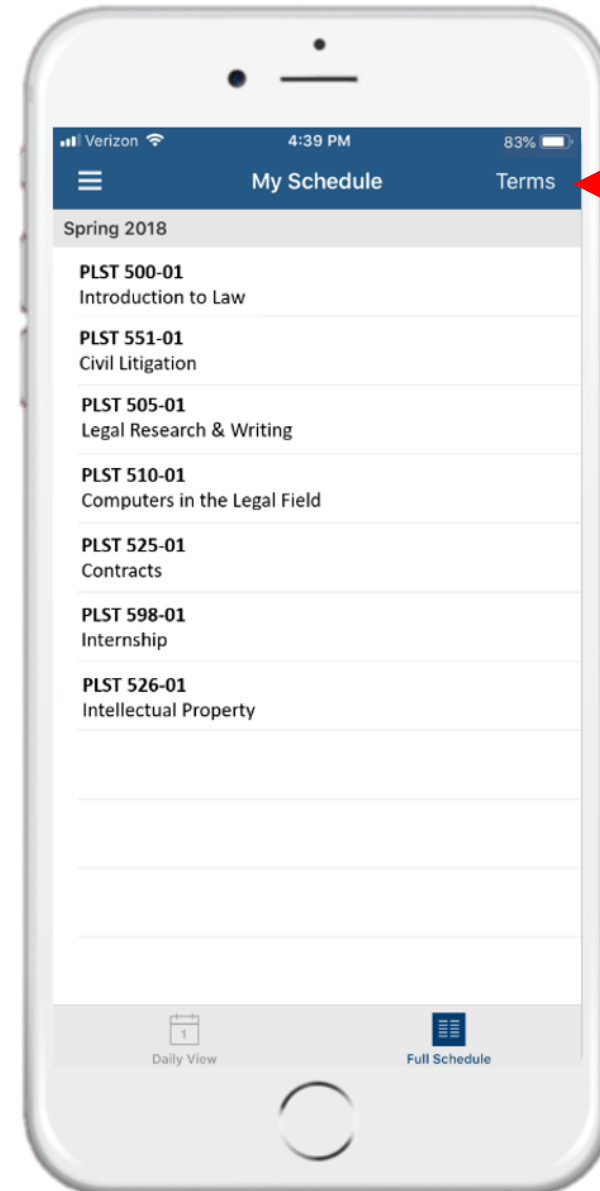
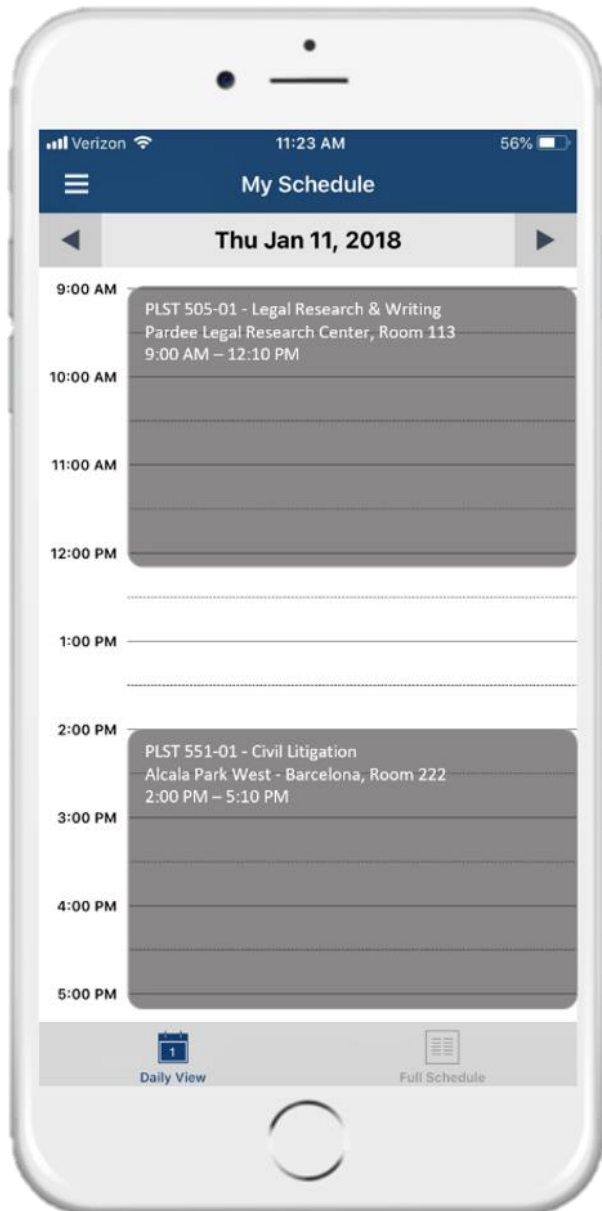
## Login Screen

- Some links indicated with a lock symbol require a login. Use your USDOne login credentials to access the page.



## Class Schedule

The class schedule link is useful for providing a day-to-day schedule of classes with class locations and times. This option is viewable using the “*daily view*” tab on the bottom section of the screen. To view all of your current course registration for the term, select the “full schedule” tab on the bottom section of the screen.



To view other term registration, select the “Terms” tab.

## Final Class Grades

- Once you have logged in, your final class grades should appear similar to the image below. **Note:** Test and assignment grades are not individually listed on this app.

