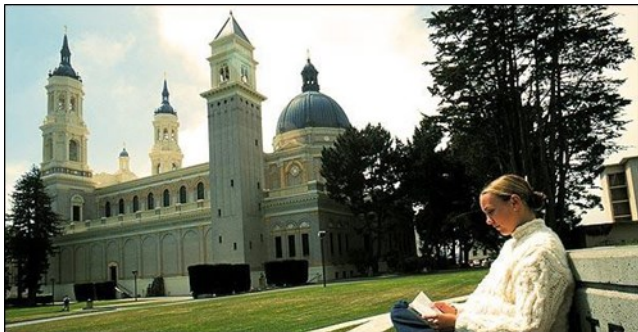# Webtrack

UNIVERSITY OF SAN FRANCISCO | SCHOOL OF MANAGEMENT
PROFESSIONAL BACHELOR'S DEGREE PROGRAM STUDENTS
ENTERING IN FALL 2017

Webtrack Helpline

415.422.4WEB

Registration Opens
June 5, 2017

myusf.usfca.edu/webtrack

WELCOME TO WEBTRACK

Welcome to the University of San Francisco, and Webtrack, your online registration portal. We are thrilled that you have chosen to continue your academic career with us. USF is a very proud and distinguished Jesuit institution with over a 160 tradition of outstanding education in the service of humanity.

Our faculty have helped to create this tutorial to address your questions about your first semester with us. After this tutorial you will take a brief quiz. **Once you have completed the quiz, you will be eligible to sign up for classes when registration opens.**

Please use this handbook as a guide, but make sure also to read the online catalog for complete rules and regulations. All students are responsible for understanding these rules and regulations during their undergraduate academic career.

We look forward to meeting you during Orientation on Saturday, August 12, 2017!

UNIVERSITY OF
SAN FRANCISCO
CHANGE THE WORLD FROM HERE

Contents

myUSF

USF ✦ | myUSF

Central Authentication Service (CAS)

Secure Login

User Name:

Password:

Set New/Forgot Password?
Change Password
Forgot USF ID?

LOGIN CLEAR

Welcome to the University

- myUSF: intranet for all you
- Email, calendar, and files
- Canvas
- USF Support - self-service
- Other services

For security reasons, please Log Out
For Alumni: Click here to request an

Our website is
myusf.usfca.edu

All official correspondence from the University will be sent to your USF email address.

Make sure to check it often!

myUSF provides access to:

* **myUSF: intranet for all your resources and records**

* **Email, calendar, and files**

* **Canvas**

* **USF Support: self-service support portal**

Graduation Requirements

School of Management

Bachelor of Science in Management

- ☐ 128 credits
- ☐ Management Core requirements
- ☐ Major requirements
- ☐ Minimum cumulative 2.0 GPA
- ☐ Complete a minimum of 44 University Core credits
- ☐ Complete a minimum of 44 Upper Division credits in your major

Professional Bachelor's Degree Program students typically register for 2 classes in the Fall, Spring, and Summer semesters.

Rhetoric & Composition

Core A2

All students need to complete Rhetoric and Composition. In order to complete this Core A2 requirement, you are required to take INTD 310, which is built into the curriculum of your major.

INTD 310
Interdisciplinary Research and Writing

This class fulfills part of your University Core requirements. INTD 310 fulfills Core area A2, Rhetoric & Composition and the Cultural Diversity requirement.

This writing course will help you develop and write experiential essays for your Interdisciplinary Studies Assessment (ISA). These essays may provide you with the opportunity to earn up to 21 credits that may be applied to certain University Core areas or as General Elective credits. Additional information about the ISA writing process will be provided during Orientation and during your INTD 310 writing course.

You must successfully complete INTD 310 with a grade of "C-" or higher. Those students who do not achieve this minimum requirement will be required to repeat the course and may be placed on academic probation.

Browse the Schedule of Classes

1. Log on to myUSF
2. Click the "Student" tab
3. Click "Student" under "Self-Service"
4. Click "Registration"
5. Select the appropriate semester
6. Submit

Tips for Browsing the Class Schedule

⇒ While browsing the schedule of classes, it is helpful to jot down the CRN (Course Registration Number).

⇒ Clicking on the CRN of the course allows you to see how many seats are remaining and if there is a prerequisite for the class.

⇒ To find a description of the course, click "View Catalog Entry".

⇒ When searching for classes, the abbreviation "TR" = Tuesdays and Thursdays; "R" = Thursdays.

⇒ Courses that begin numerically with 3xx and 4xx are upper division courses.

⇒ To email the professor, click the envelope icon.
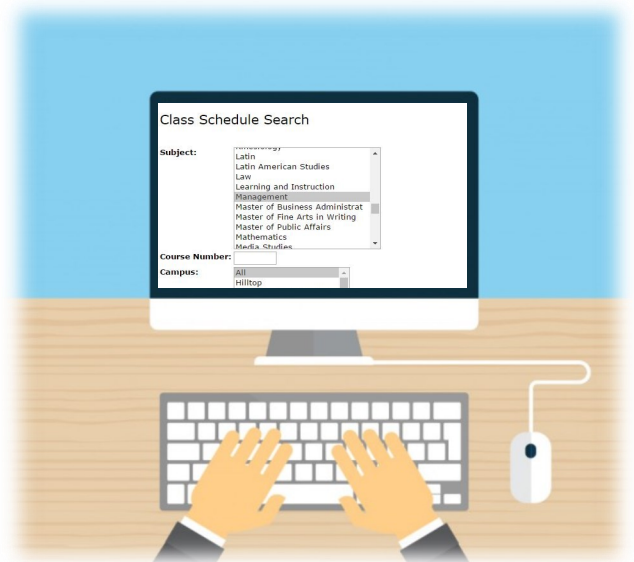
myUSF Holds

A hold is placed on your myUSF account if you do not conform to University policies and procedures. Holds can prevent you from registering for classes and from changing your class schedule. A common hold that will appear on your myUSF account is the "Student Agreement of Financial Responsibilities" hold. Once you agree to the terms and conditions, and click to acknowledge your responsibility to pay for tuition and fees, the hold will be removed.

Another hold that is common is a financial hold. If you have any type of financial hold, you must contact the One Stop Enrollment and Financial Services Office (onestop@usfca.edu) to reconcile your student account and have the hold removed.

How to View Your Holds on myUSF

1. Log on to myUSF
2. Click "Student" under "Self-Service"
3. Click the "Student" tab
4. Click "Student Records"
5. Click "View Holds"

Student Records

View Holds ←
Final Grades
Academic Transcript
Degree Evaluation
Course Catalog
Class Schedule
Apply to Graduate
View Application To Graduate
View Test Scores
Request an Official Transcript or Enrollment Certificate
Waiver/Substitution E-Request History (UG Only)

Online Registration

There are 2 ways to register for your classes

Method #1: Look up your classes and register

Class Schedule Search

Subject:
- All
- Advertising
- American Sign Language
- Analytics
- Anthropology
- Arabic
- Architecture & Community Desig
- Arrupe Justice Immersion
- Art
- Asia Pacific Studies

Course Number:

Campus:
- All
- Hilltop
- San Francisco-Downtown
- San Francisco-Presidio
- Pleasanton
- Santa Rosa
- San Jose
- Sacramento
- Southern California

Course Level:
- All
- Undergraduate
- Graduate
- Doctoral
- Law

Instructor:
- All
- Abdulla, Riaz F
- Abdur-Rahman, Samira
- Acedo, Graciela
- Adams, Maureen B
- Agarwal, Noopur
- Agha, Nola C

Attribute Type:
- All
- Arrupe Immersion
- Core A1 Public Speaking
- Core A2 Rhetoric and Comp

1. Log on to myUSF

2. Click "Student" under "Self-Service"

3. Click the "Student" tab

4. Click "Registration"

5. Click "Look up and register for classes"

6. Browse the schedule (select a subject/attribute type, etc.)

7. Submit changes

8. Select a class

9. Register

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem
SR	21906	BUS	100	01	M	2.000	Launch into Business	M	04:45 pm-06:25 pm	30	26	4	15	0	15	0	0	0
SR	21907	BUS	100	02	M	2.000	Launch into Business	W	04:45 pm-06:25 pm	30	6	24	15	0	15	0	0	0
SR	21908	BUS	100	03	M	2.000	Launch into Business	T	12:45 pm-02:30	30	11	19	15	0	15	0	0	0

C = Closed class

Online Registration

Or, if you know your class registration numbers

Method #2: Drop and Add Classes

To Add a Class

1. Log on to myUSF

2. Click "Student" under "Self-Service"

3. Click the "Student" tab

4. Click "Registration"

5. Click "Drop and Add Classes"

6. Enter CRN numbers

7. Submit changes

8. Select a class

9. Register

Drop and Add Classes

To add a class, enter the Course Reference Number in the Add Classes section. To drop a registered for a variable unit course, the credit hours will appear as a hyperlink. To chan instructions.

By registering for classes, you agree to assume financial responsibility for tuition and/or

Add Classes Worksheet

CRNs

Submit Changes   Class Search   Reset

To Drop a Class

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Registered Web on Nov 17, 2009	None / None / Dropped Web	20240	COMS	103	05	Undergraduate	4.000	Standard Letter	Public Speaking

Total Credit Hours: 4.000
Billing Hours: 4.000
Maximum Hours: 18.000

1. Click on the "Action" drop-down menu

2. Select "Drop Web"

3. Submit Changes

Transfer Students

A Professional Bachelor's Degree Program student has completed classes at another institution prior to attending USF. You may have completed some of your Core and major requirements already. It is important for you to review your transfer credit, both on the degree evaluation page on myUSF, and with your Academic Success Coach in the Center for Academic and Student Achievement (CASA) to avoid repeating courses.

If you are currently enrolled in another institution, please remember that these courses may not yet have been accepted by USF, and won't appear on your degree evaluation page. Make sure that you send up-to-date transcripts once your grades have been posted.

Resources

The Welcome Center
Lone Mountain, Room 203
415.422.6563
transfer@usfca.edu

Center for Academic and
Student Achievement (CASA)
415.422.5786
University Center, 3rd Floor
dcadvising@usfca.edu

How to view your Degree Evaluation on myUSF:

1. Log on to myUSF

2. Click "Student" under "Self-Service"

3. Click "Student" tab

4. Click "Student Records"

5. Click "Degree Evaluation

Student View

Legend

| ☑ Complete | ☒ Complete except for classes in-progress | (T) Transfer Class |
| ☐ Not Complete | ☒ Nearly complete - see adviser | @@ Any subject, any number (see FAQ) |

■ Degree in Bachelor of Science		
Unmet conditions for this set of requirements:	128 credits are required. You currently have 87.3, you still need 41.0 more credits. A minimum of 44 credits must be taken at the University of San Francisco. The last 30 credits must be taken at the University of San Francisco.	
☑ You meet the minimum GPA requirement		
☐ Core Requirements	Still Needed:	See **Core Requirements** section
☐ Service Learning & Cultural Diversity Requirements	Still Needed:	See **Service Learning & Cultural Diversity Requirements** section
☐ Major Requirements	Still Needed:	See **Major in Management** section
☐ File Graduation Application	Still Needed:	Click here to complete the online application for graduation during yo

■ Core Requirements		
Unmet conditions for this set of requirements:	44 credits are required. You currently have 38.81, you still need 6.00 more credits.	
☑ AREA A: FOUNDATIONS OF COMMUNICATION		
☑ C-A1 Public Speaking	COMS 1XX Satisfied by	Fund of Oral Communication SPCH10 - Fund of Oral Communication - De
☑ C-A2 Rhetoric and Composition (Min C-)	INTD 310	Intd. Research and Writing
☑ AREA B: MATH AND THE SCIENCES		

Back to Self-Service	Transcript	FAQ	Help		Print	Log Out

Find	Student ID	⏮ ◄ Name ► ⏭	Degree	Major	Level	Classification	Last Audit	Last Refresh	Refresh	
🔍	20378091	Ogden, Joshua Adam ▼	BS ▼	Management (MGT)	UG	Junior	05/24/2016	Today at 4:42 am	⊙	📝

Degree Audit | Notes

Degree Audit ❯ | Format:
Registration Checklist ▼ | View | Print as PDF | Process New | Class History

Rules & Regulations

Dropping Classes

The last day to drop a class and receive a tuition refund is listed on the USF Academic Calendar as *Last Day to Drop Courses with a Refund*. Students who absent themselves from class, or just stop going, or tell their instructor they are dropping the course without filling the required drop form or dropping online will receive an "F" for the course. Make sure you're using the proper procedures for dropping a class.

Credit Hour Limitations

Full-time students take 12 credits per semester; part-time students take fewer than 12 credits. Be careful if you change your credit hour load because it may affect your educational grants and loans.

Class Attendance & Incomplete Grades

USF expects students to attend all classroom and lab exercises. Any absences may affect final grades. Be sure to read the course syllabi carefully to understand all of your instructor's expectations. If, for some reason, you are given an "I", or an incomplete grade, you must make sure to complete all of the work for the course in a timely manner; otherwise the incomplete grade converts to an "F" by the close of the following semester.

Academic Probation

If you drop below a 2.0 GPA overall, you'll be placed on academic probation.

Dean's Honor Roll

School of Management

Students should refer to the USF catalog regarding awards and honors.

Academic Integrity and Expectations

Standards of Conduct

Adherence to stands of honesty and integrity precludes engaging in, causing, or knowingly benefiting from any violation of academic integrity. Without regard to purpose, the following violations are prohibited:

1. **Cheating**—Use of unauthorized information on exams

2. **Plagiarism**—Presenting one's own the ideas of another

3. **False Citations**— Attribution to an incorrect or fabricated source

4. Submitting the Same Work for Multiple Assignments—Submitting work without the prior, explicit approval of faculty

5. **Submitting False Data**—Submitting information that has been fabricated or altered to be misleading

6. **Falsifying Academic Documentations**—Transcripts, signatures, registration forms, medical certifications

7. **Abuse of Library Privileges**—Sequestering library materials, removal of library materials without authorization

8. **Abuse of Shared Electronic Media**—Damage or sabotage of campus computer systems

As a member of the University of San Francisco Community,
I pledge to demonstrate
the Core Values of the University
by upholding the highest standards of integrity excellence in
my academic work
And respect in my educational experiences
I will also use
The knowledge, skills, and values gained
to fashion a more humane and just world.

Advising

The expectation at USF is that students come prepared for all advising sessions with an online or paper copy of their Degree Evaluation. Secondly, you should know all the academic requirements for your major and college.

For questions regarding advising, please email your Academic Success Coach at dcadvising@usfca.edu.

For your first semester at USF you will register for your courses through the online advising and registration program called Webtrack.

You will have the opportunity to meet faculty and fellow classmates when you attend Orientation.

BSM Orientation is scheduled for Saturday, August 12, 2017 at the USF San Francisco Hilltop campus.
Further details will be sent to your USF email.

Remember to

- Complete the Webtrack tutorial and quiz
- Check your myUSF account
- Make sure you don't have any holds

How to Get Your Books

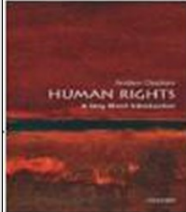**Once you have registered for your classes, you can view Your Booklist**
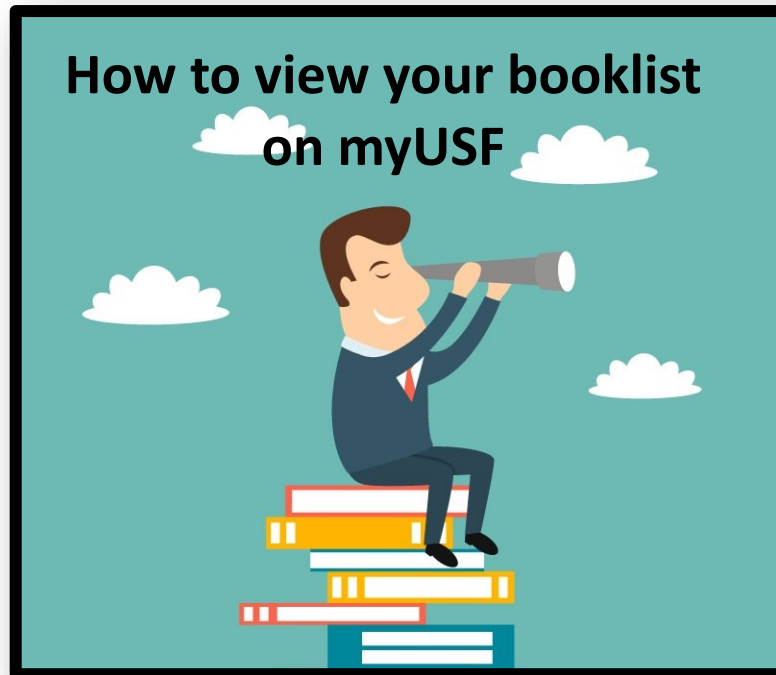
1. Log onto myUSF

2. Click "Student" under "Self-Service"

3. Click "Student" tab

4. Click "Registration"

5. Click "Buy Textbooks Online"

Bachelor of Science in Management

Which classes should you register for in your first semester?

INTD 310
Interdisciplinary Research and Writing
4 credits

INTD 311

Ethics and Society
4 credits

Take the Quiz

Questions?

dcadvising@usfca.edu