

CLASS ATTENDANCE/WITHDRAWAL PROCEDURES

If you are absent from more than one class in a course, regardless of the number of class sessions you may be subject to administrative withdrawal from the course/program. If you know in advance that you will be absent or late for a class, it is your responsibility to notify your instructor. **If you need to withdraw from the University, email the Registrar's Office at registrar@usfca.edu. For course withdrawal processing procedures, please contact the Student Advising and Support Services office (SASS) at 415-422-2143.** For additional information, please see the Attendance and Withdrawal Policies and Procedures in the Student Guide.

COMMENCEMENT CEREMONY

You will be mailed information regarding eligibility to participate in the CPS Commencement Ceremony approximately **four months** prior to your cohort's last class session. All eligible students should submit a CPS Graduation Application and Graduating Student Survey **online** at <http://www.usfca.edu/graduation>. For additional questions regarding Commencement, contact the Graduation Center at (415) 422-6856 or email gradcenter@usfca.edu.

ADDITIONAL RESOURCES

Admission	(415) 422-4723 (Grad)
Bookstore	(415) 422-6493 (1-800-423-4118)
Career Service Center (www.usfca.edu/career)	(415) 422-6216
Counseling & Psychological Services (www.usfca.edu/counseling_center)	(415) 422-6352
CPS Student Policies and Procedures Guide	www.cps.usfca.edu/grad (Adobe Acrobat needed)
Graduation Center	(415) 422-2020
Information Technology Services (ITS)	(415) 422-6668
Learning & Writing Center (www.usfca.edu/learning_center)	(415) 422-6713
Library (www.usfca.edu/library)	(415) 422-2660
One Stop Enrollment (onestop@usfca.edu)	(415) 422-2020
Financial Aid	
Registrar	
Student Accounts	
Student Disability Services (SDS)	(415) 422-2613
Veterans' Benefits	(415) 422-6716 (1-888-442-4551)
USF General Catalog	www.usfca.edu/acadserv/catalog
USF Graduation Center Web Page	www.usfca.edu/graduation

CPS Evening Telephone Number (M-Th) between 5:00 p.m. and 6:30 p.m. is (415) 422-5323.

PROGRAM	PROGRAM DIRECTOR	SENIOR ASSOCIATE PROGRAM DIRECT.	PROGRAM ASSISTANT
Master of Science in Organization Development (MSOD) www.cps.usfca.edu/prospective/msod	Richard Stackman (rwstackman@usfca.edu)	Bonnie Shaw (shawb@usfca.edu)	Frank Gigliotti (gigliotti@usfca.edu)
Master of Science in Information Systems (MSIS; MSIS/ISA; MSIS/BIO) www.cps.usfca.edu/prospective/msis	Moira Gunn (gunn@usfca.edu)		Wilma Kay (kay@usfca.edu)
Master of Nonprofit Administration (MNA) www.cps.usfca.edu/prospective/mna	Kathleen Fletcher (fletcher@usfca.edu)	Gleb Nikitenko (nikitenko@usfca.edu)	Frank Gigliotti (gigliotti@usfca.edu)
Master of Science in Project Management (MSPMGT) www.cps.usfca.edu/prospective/mspmgt	Linda Henderson (hendersonli@usfca.edu)		Wilma Kay (kay@usfca.edu)
Master of Public Administration (MPA; MPA/HSA) www.cps.usfca.edu/prospective/mpa	Maurice Penner (penner@usfca.edu)	Gleb Nikitenko (nikitenko@usfca.edu)	Lyly Truong (ltruong2@usfca.edu)