Bachelor of Arts in Law
Bachelor of Science in Criminal Justice Studies
Bachelor of Arts in Political Science
Bachelor of Science in Public Management & Policy
Minor in Government and Public Policy
## Table of Contents

### Fall 2018 Semester at a Glance

**August 20**
Classes begin

**August 27**
Last day to add classes via UAccess & without instructor signature

**August 28**
- Begin $25 course late drop fee
- Change of schedule form required to add a class with instructor signature

**August 30**
- Deadline to submit Fall 2018 SGPP Internship application

**August 31**
- SGPP Change of Major form closes at 12 pm

**September 1**
- Deadline to APPLY for graduation/degree candidacy for Fall 2018

**September 2**
- Last day to drop without a “W” on transcript.

**September 3**
Labor Day, no classes

**September 16**
Last day to file Grade Replacement Opportunity (GRO)

**October 12**
Last Day to change classes with only instructor signature, after today, *a petition with the instructor’s and Dean’s signature is required*

**October 28**
Last Day to withdraw from a class online via UAccess

**November 12**
Veteran’s Day, no classes

**November 22-25**
Thanksgiving recess, no classes

**December 6**
Reading Day

**December 7-13**
Final Exams

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### Click here for Fall 2018 Dates and Deadlines

*If you are no longer an SGPP undergraduate student and would like to be removed from this listserv, please email SBS-sgppadvising@email.arizona.edu.*
The School of Government & Public Policy has an amazing opportunity for students to attend the The Washington Center: Inside Washington Seminar

*Academic Seminars in Washington D.C.—January 6th-13th, 2019*

Eligible SGPP juniors and seniors are welcome to apply for an all-expenses paid trip to Washington DC to attend and participate in a week long seminar series presented by The Washington Center (http://www.twc.edu/seminars)

*This Seminar occurs over the first two weeks of the Spring 2019 semester.*
*Students will be responsible for all academic arrangements related to their absence.*

Eligibility Requirements and applications are available at:

http://sgpp.arizona.edu/form/academic-seminar-application-funding
PIZZA WITH A PROFESSIONAL

A Conversation with Steve Werner
A life-long professional in the Law Enforcement profession at the local, state and federal level.

Wednesday, October 10th
11AM - 12PM in Social Sciences, Room 311
RSVP @ https://sgpp.arizona.edu/content/speaker-series

School of Government & Public Policy

FOOD DRIVE

Join SGPP in support of the Campus Pantry.
October 1st-10th

The Campus Pantry aims to alleviate hunger in the UA Wildcat community. Please bring packaged food donations to the large grey bin placed outside the SGPP main office, SS Room 315!

School of Government & Public Policy

### Speakers & Career Workshops: Fall 2018

**RSVP:** [https://sgpp.arizona.edu/content/speaker-series](https://sgpp.arizona.edu/content/speaker-series)

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<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
<th>Time</th>
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<tr>
<td>Sept. 12, 2018</td>
<td>Wednesday</td>
<td>Information Session: SGPP Peer Mentors present Campus Clubs</td>
<td>11:00-noon</td>
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<tr>
<td>Sept. 17, 2018</td>
<td>Monday</td>
<td>Pizza with a Professional: Jill Farrell, Drug Enforcement Administration (DEA)</td>
<td>11:00-noon</td>
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<tr>
<td>Sept. 19, 20, 21</td>
<td>Wed/Thur/Fri</td>
<td>Information Session: Washington Semester Program Sessions 1-5</td>
<td>Varied</td>
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<tr>
<td>Oct. 3, 2018</td>
<td>Wednesday</td>
<td>Pizza with a Professional: Chief Brian Seastone, UA Police Department</td>
<td>12:00-1:00pm</td>
</tr>
<tr>
<td>Oct. 10, 2018</td>
<td>Wednesday</td>
<td>Pizza with a Professional: A Conversation with Steve Werner</td>
<td>11:00-noon</td>
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<tr>
<td>Oct. 19, 2018</td>
<td>Friday</td>
<td>Career Workshop: Job/Internship Search</td>
<td>2:00-3:00pm</td>
</tr>
<tr>
<td>Oct. 25, 2018</td>
<td>Thursday</td>
<td>Pizza with a Professional: Liz Rabago and Marisela Félix, YWCA Southern Arizona</td>
<td>12:00-1:00pm</td>
</tr>
<tr>
<td>Nov. 5, 2018</td>
<td>Monday</td>
<td>Pizza with a Professional: Chief Trial Counsel Jonathan Mosher, Pima County Attorney’s Office</td>
<td>2:00-3:00pm</td>
</tr>
<tr>
<td>Nov. 7, 2018</td>
<td>Wednesday</td>
<td>Information Session: The Accelerated Master’s Program &amp; Graduate School</td>
<td>11:00-noon</td>
</tr>
<tr>
<td>Nov. 15, 2018</td>
<td>Thursday</td>
<td>Career Workshop: Interviewing</td>
<td>3:00-4:00pm</td>
</tr>
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</table>
GRADUATING December 2018?

If you are graduating this December the deadline for degree candidacy applications was September 1. A $50.00 late candidacy application fee will now be assessed.

Detailed instructions on how to initiate your paperwork, can be found on the SGPP SENIOR DEGREE AUDIT WORKSHEET page.
Reminder

It's time to search smarter for jobs or internships. Complete your profile in Handshake and put it to work for you!

Why complete your profile?

You'll get more relevant job or internship search results and event suggestions. And, when you complete your profile, you increase your chances of being viewed by an employer by 5 times!

Yes, that's right! It's not just you searching. Employers are looking for you – their next great hire!

So, what’s the easiest way to complete your profile in record time? Upload a resume!

Handshake will pull your information from your resume and add it for you. No cutting and pasting, no manually typing things in. Just review, approve, and publish.

Complete your Profile Now
Internship Opportunities

**SGPP INTERNSHIPS**

**ESSENTIAL INFORMATION**

**Requirements by Major**

- Criminal Justice & PMPC majors are required to complete an internship to graduate.
- Double majors in CIS & PMPC must complete an internship for **EACH** major.
- All SGPP students are encouraged to enroll in internships for upper division credit.

**SGPP Internships (PA 393, PA 493, or POL 393)**

- Before beginning your internship, you must be enrolled in the internship class (PA 393, 493, or POL 393) if you want to receive credit for the internship.
- Must be with a non-profit organization or government agency.
- Must be DIRECTLY related to your major.
- **International Students** must apply for CPT with ISS.

**10 STEPS TO COMPLETE**

**Secure the Internship**

1. CAREFULLY REVIEW WEBSITE:  [www.sgpp.arizona.edu/sgpp-internships](http://www.sgpp.arizona.edu/sgpp-internships)
2. Begin applying months in advance.
4. Research internship options & apply to multiple organizations.
5. Accept internship offer.

**Earn Internship Credit:** Enroll before beginning internship

6. Complete internship application with your site supervisor.
7. Deliver completed application to Internship Coordinator.
8. **Internship Coordinator** enrolls you in course.
10. On D2L, carefully read course syllabus & complete assignments.

**The School of Government and Public Policy at The University of Arizona claims no political affiliations.**
PIMA COUNCIL ON AGING, INC.
INTERNSHIP OPPORTUNITY

Administrative Support – Public Policy and Advocacy

Purpose: This intern position provides administrative support to the Public Policy and Advocacy Coordinator. The Coordinator works at a federal, state, and local level with government officials to advocate for policy that helps older adults, their families, and caregivers.

Reports to: Public Policy and Advocacy Coordinator

Responsibilities:
-- Administer Phone Survey
-- Maintain Advocacy Database
-- Provide support on on-going projects, as needed
-- Assist in planning and implementing Older Arizonan’s Day at the Capitol

Qualifications: Ability to follow instructions, comfortable using the telephone, ability to work with an online database system, have an interest in public policy and advocacy

Background Check:
☒ Fingerprinting ☒ Direct Service ☒ Central Registry

Training and Support: Full support will be provided by the Volunteer Coordinator and the Public Policy and Advocacy Coordinator

Time Commitment: 3-5 hours per week. Days and hours are flexible 8:30 am to 5 pm. Term of position is ongoing, flexible at the discretion of the Public Policy and Advocacy Coordinator.

Location: 8467 E Broadway BLVD, Tucson, AZ 85710


I, _____________________________ understand that this is an unpaid volunteer position.

(Primed Name of Intern)

Intern Signature ___________________________ Date ___________________________

*Please note that this internship is not available for SGPP credit for the Fall 2018 semester.*
Job Opportunity

Office of Scholarships and Financial Aid
Hiring for 2018-2019 for Client Services

OFSA is hiring students who have Federal Work Study eligibility for Fall 2018 for 2018-2019 for the Client Services area. We hope to find 7-10 students to train and retain based on financial need and job performance, throughout their time at the UA. Other areas also hire from within our area, so future opportunities in the office can be found.

Information on Handshake: https://arizona.joinhandshake.com/login

Position Title: Client Services Representative - Office of Scholarships and Financial Aid (OSFA)

Job Description:
The Office of Scholarships and Financial Aid is currently looking for enthusiastic, self-motivated, and organized students to provide outstanding customer service to UA students and families. This is a Federal Work Study Position and you must be eligible for Federal Work Study to apply for this position.

Typical duties include but are not limited to:
• Providing customer service at the front counter, phones, and email
• Maintaining Client Service documents and forms
• Ongoing education about financial aid processes and procedures
• Assisting other areas of the office as needed
• Special projects as assigned

Job specific requirements:
• This position requires meticulous and extensive use of UAccess
• Work as part of a project team to coordinate customer service efforts
• Serve as a source of information and advice for students and families regarding scholarships and financial aid
• Provide ideas and feedback about office operations
• Ability to complete training in federal regulations, scholarships and financial aid, and client service skills.

Duration
Continuous Required: Fall, Winter, Spring, and Summer
Approximate Hours Per Week
15-20 hours per week, schedule set per semester, weekdays only

Qualifications
• Must be eligible for Federal Work Study 2018-2019
• Must maintain a 2.75 cumulative grade point average (GPA) or higher
• Must possess superior analytical, organizational, and communication skills
• Must be able to adapt quickly to the various tasks and responsibilities
• Must work well in a team and office environment
• Must be able to take initiative and apply logical problem-solving and decision-making skills
• Expected to utilize most primary office software packages, including proficiency with Microsoft Office 2016

Contact Information
Office of Scholarships and Financial Aid
Administration Bldg., Room 208
520.621.1858; financialaid.arizona.edu/contact

How To Apply
Please submit a complete application which includes the following 5 items:
• Cover Letter - describe why you are interested in the position & any experiences you have that will help you in this position.
• Resume - include all previous employment or volunteer work
• OSFA Application and Skills Assessment Survey<https://financialaid.arizona.edu/sites/financialaid.arizona.edu/files/documents/forms/OSFA%20Employment%20Application.pdf>
• Academic Schedule - current semester
• Schedule of work availability<https://thinktank.arizona.edu/sites/thinktank.arizona.edu/files/files/pdfs/Weekly_Planner.pdf> - current semester, M-F, 8am-6pm

You can submit the above required items either through Handshake or email us your submission at https://financialaid.arizona.edu/contact/email.
Volunteer Opportunity

TUCSON meet YOURSELF
a folklife festival
One week until festival time!

We still need volunteers!
Every year 600 to 700 volunteers help make the festival happen. We're still looking for volunteers for EVENING SLOTS and for the GREEN TEAM.

Click here to register

GREEN TEAM DUTIES
Supervise trash areas
Help visitors sort trash properly and educate the public about compost and recycling. Must be able to stand, walk, and lift bags.

Each year, some 20,000 lbs. of waste is generated over the 3-day festival. With your help, we assist the UA Compost Cats in diverting over 50% of that waste from landfill.

Click here to sign up!

Help us celebrate 45 years of culture & tradition, make compost, and reduce trash.

Questions?
Contact volunteer coordinator: Tyler Le Peau at TMYVolunteer@gmail.com or 520-488-8669
The Backpack Project is an art installation and a massive donation drive to raise awareness about the over 21,000 Opportunity Youth in Pima County.

WHO WE ARE
We are a coalition of young people who are seeking to amplify, complicate, and humanize the current conversation about Opportunity Youth – 16 to 24 year olds who are not in school and not working due to economic, social, and educational barriers.

OUR MISSION
Collect 21,000 backpacks that we will display in an art installation on October 31st on the UA campus. All backpacks we collect will be donated to youth in need.

TAKE ACTION
Donate before October 15th online at www.unitedwaytucson.org/backpackproject

AND
Bring new or gently used backpacks to the following UA locations:

- The University of Arizona Museum of Art
- The University of Arizona Student Unions
- The University of Arizona University Libraries Main Library
- Campus Recreation
- Franciscan McClelland Institute Children, Youth, and Families
- Arizonas in New Student Experiences located near Women’s & Gender Resource Center
How will you lead?

Are you interested in challenging yourself in an impact driven career? Putting your talents to work to disrupt inequity and create opportunity? Joining a powerful network of more than 50,000 leaders from all backgrounds and sectors?

By joining Teach For America, you will become part of a network of leaders shaping the political, economic, and social future of our country. **Check out** some of the inspiring ways our alumni are leading across education, business, policy, law, medicine, and more.

How will you lead? **Apply** to the 2019 corps today.

**NEXT Application Deadline: Wednesday, October 17, 2018**

To learn more, visit [www.teachforamerica.org](http://www.teachforamerica.org). All majors accepted. Full salary and benefits. 50,000+ alumni network.
**PlantEd** classes are back this year! Learn how to make delicious, [#healthymeals](http://营养.union.arizona.edu/planted) in these fun cooking classes! The first class is Sept. 19 at 12PM & 3PM and will be all about plant based cooking with a variety of vegetables and fruits, so make sure you mark your calendars!

RSVP information @ [http://nutrition.union.arizona.edu/planted](http://nutrition.union.arizona.edu/planted)
Announcements

Get ready to change the world.

U of Arizona Graduate Fair

October 30, 2018 | 1:00pm -4:00pm | Graduate Fair

Please meet Alice Villemaire, representative for the Middlebury Institute at Monterey at the U of A Graduate Fair. It would be my pleasure to speak to you about our programs, generous scholarships and career outcomes! Please stop by the Middlebury Institute table.

www.miis.edu | info@miis.edu | 831-647-4166
Announcements

Are you graduating May 2020?
Interested in research and preparing for graduate school?
Apply to UROC-PREP/Student Affairs Research (STAR) Program!

PROGRAM OVERVIEW

SPRING 2019:
- Begin spring 2019.
- Enroll in GRAD 492: Directed Research (3 unit reading and writing intensive course).
- Attend class TBA.

SUMMER 2019:
- Work with a UA faculty mentor on a small scale research project in your field of study.
- Complete a written research report, research poster, and oral presentation.
- Receive a $4,000 summer research stipend.
- Complete GRE preparation and testing.
- Have research abstract published in the UROC Abstract Review.
- Receive 6 units of paid academic credit (ENGL 340 & GRAD 492).
- Commit full-time effort to all activities (no summer courses or jobs allowed).

FALL 2019:
- Enroll in GRAD 496a: The Graduate School Application Process (1 unit graduate school preparation course).
- Complete and submit applications to graduate school.
- Attend class TBA.

UROC-PREP/STAR is a year-round program that seeks to increase graduate school access for students from groups underrepresented in graduate education (Master's or PHD).

Contact:
Dr. Andrew Huerta, ahuerta@email.arizona.edu
Nura Dualeh, nura@email.arizona.edu
www.grad.arizona.edu/UROC
Announcements

Apply Now for the College Student Congress

Developing the leaders and statesmen and women of tomorrow who will guide our nation forward...

The College Student Congress brings together 50 of the nation’s brightest students – one from each state – to discuss and develop solutions for current political issues facing our nation.

Students engage with peers from diverse backgrounds and are challenged to listen to those who have different beliefs than their own, to identify common ground and shared goals, to collaborate on areas of mutual benefit, to build relationships based on personal interactions and to learn the art of cooperation from partisan positions.

Learn more at www.henryclaycenter.org

For more information go to:
https://sgpp.arizona.edu/sites/sgpp.arizona.edu/files/College%20Student%20Congress%20Info%20Sheet.pdf
Announcements

What is the difference between:
Master of Public Administration (MPA)
and
Master of Public Policy (MPP)?

A Master of Public Administration (MPA) degree can help students learn how to successfully implement policy and programs.

A Master of Public Administration degree prepares students for the following career paths:

- Program Managers
- City Managers
- Executive Directors
- Chief Financial Officers
- Human Resources
- Development Directors

A Master in Public Policy (MPP) degree programs place an emphasis on analyzing policy, creating policy, and solving existing policy problems using quantitative and qualitative data.

A Master of Public Policy degree prepares students for the following career paths:

- Policy Analysts
- Consultant
- Management Consultant
- Government Affairs Director
- Business Development Director
- Policy Advisor

For more information, visit: https://mpp.sgpp.arizona.edu/mpa-vs-mpp
Announcements

Masters of Public Administration

PROGRAM OVERVIEW AND CURRICULUM
The Master of Public Administration (MPA) program is designed to prepare students for leadership roles in government, non-profit organizations, and international organizations. The program includes courses in public management, policy analysis, and leadership.

ADMISSIONS REQUIREMENTS
• Graduate Record Exam (GRE) required
• Statement of Purpose, including a description of your professional and academic goals
• Two letters of recommendation from individuals who can provide evidence of your professional and academic performance

ADMISSIONS DEADLINES
• Full admission (corporate sponsors funded): March 1
• Full admission (individual sponsors funded): July 1

TUITION AND FUNDING
To find out the cost of attendance for your program, please visit the University of Arizona's Office of Admissions.

Masters of Public Policy

PROGRAM OVERVIEW AND CURRICULUM
The Master of Public Policy (MPP) program is designed to prepare students for leadership roles in policy analysis, policy development, and policy implementation. The program includes courses in policy analysis, policy implementation, and policy evaluation.

ADMISSIONS REQUIREMENTS
• GRE required
• Statement of Purpose, including a description of your professional and academic goals
• Two letters of recommendation from individuals who can provide evidence of your professional and academic performance

ADMISSIONS DEADLINES
• Full admission (corporate sponsors funded): March 1
• Full admission (individual sponsors funded): July 1
• Full admission (international student): October 1

TUITION AND FUNDING
To find out the cost of attendance for your program, please visit the University of Arizona's Office of Admissions.
Pi Sigma Alpha is the National Political Science Honor Society for students of government in the United States. The number of Pi Sigma Alpha chapters on campuses across the country is rapidly approaching 700. Pi Sigma Alpha is a member of the Association of College Honor Societies.

Who Can Join?

Undergraduates must meet the following criteria to be accepted as full members:
• Junior or senior standing with 60 complete units or more
• Completed at least 10 units of political science coursework with at least one upper division course
• A political science major GPA of 3.5 or higher

Membership is a one-time lifetime fee of $35 to be paid to the national organization and a $10 fee to the UA chapter upon admission.

Undergraduate freshmen and sophomores may also join as associate members. This membership also requires a major GPA of 3.5 or higher. This membership requires a $10 fee.

Benefits of Membership

All members will receive a certificate of membership and permanent enrollment in the society’s membership database. Students will be honored for their academic excellence and have the right to wear honor regalia at graduation. The organization offers numerous scholarship opportunities and the chance to have your work published in Pi Sigma Alpha’s Undergraduate Journal of Politics.

If you are interested in joining the organization, please fill out the application below. Scan a copy of your completed application and send it to uapsigmaalpha@gmail.com, or contact the club to set up a meeting.

Application for Membership in the University of Arizona’s Delta Iota Chapter of Pi Sigma Alpha

Name ___________________________ Student ID # ______

Current Major GPA _____ Email Address ___________ @email.arizona.edu

Please list 12 completed Political Science courses. Cross-listed courses are acceptable for consideration.

1. __________________ Grade _____ 7. __________________ Grade _____
2. __________________ Grade _____ 8. __________________ Grade _____
3. __________________ Grade _____ 9. __________________ Grade _____
4. __________________ Grade _____ 10. __________________ Grade _____
5. __________________ Grade _____ 11. __________________ Grade _____
6. __________________ Grade _____ 12. __________________ Grade _____
Announcements

THE UNIVERSITY OF ARIZONA COLLEGE OF HUMANITIES
Writing Skills Improvement Program

Fall 2018—General Information

Visit our website at www.arizona.edu for details.
Call our main office at (520) 621-5849 for more information.

Free services include the following:
- Individual and Small-Group Tutoring by appointment in person or via Skype (Aug. 20-Dec. 7)
- Walk-in Tutoring, no appointment necessary (Aug. 27-Dec. 7)
- Regular Weekly Workshop Series (Sept. 4-Dec. 21) (www.arizona.edu/regular-workshop-series)
- Graduate Writing Institute: A nine-week intensive summer writing program for graduate students
- Additional Writing Institutes

Fee-based services include the following:
- Job Market Preparation
- Custom workshops and presentations
- Faculty, staff, and community tutoring and writing groups; extra student tutoring and writing groups
- Professional editing (www.arizona.edu/college/ae/tutoring-center/editing-service-request-form)

Walk-in Tutoring on the UA Main Campus
Aug. 27 – Dec. 7, 2018

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<th>Location (Sign-in in Rm. 223 by the front door)</th>
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<tr>
<td>Mondays</td>
<td>3:00pm – 5:00pm</td>
<td>WSB, Gertrude Kirk, Room 231</td>
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<tr>
<td>Tuesdays</td>
<td>3:00pm – 5:00pm</td>
<td>WSB, Gertrude Kirk, Room 231A</td>
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<tr>
<td>Wednesdays</td>
<td>1:00pm – 4:00pm</td>
<td>WSB, Gertrude Kirk, Room 231</td>
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</table>

Contact Us

Office: Gertrude Kirk, second floor
ABN, University Blvd., #68412
Email: uwc@arizona.arizona.edu
Phone: (520) 621-5849
Website: www.arizona.edu

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Writing Skills Improvement Program: www.arizona.edu

Regular Workshop Series
Fall 2018

Tuesday Workshops
(3:00pm – 5:00pm, Gertrude Kirk 216)

| Date | Workshop Topic
|------|----------------|
| Sep. 4 | Resumes/CVs and Cover Letters
| Sep. 18 | Improving Grammar and Style
| Oct. 2 | Summary vs. Analysis
| Oct. 16 | Sentence Length and Variety
| Oct. 30 | Developing Your Vocabulary Skills
| Nov. 13 | Improving Grammar and Style (in case you missed it the first time)

Wednesday Workshops
(10:00am – 10:50am, Gertrude Kirk 216 or Zoom as noted)

| Date | Workshop Topic
|------|----------------|
| Sep. 12 | APA for Graduate Students (via Zoom)
| Sep. 26 | Writing a Diversity Statement
| Oct. 10 | Avoiding Plagiarism
| Oct. 24 | Writing a Grant Proposal
| Nov. 7 | Document Formatting for Graduate Students (via Zoom)
| Nov. 21 | Whittling Down Wordiness*

*This workshop is also available online in 20-minute segments for 14 per segment.

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Writing Skills Improvement Program: www.arizona.edu

SGPP Undergraduate Newsletter Page 21
Academic Advising

Academic Advisor contact information can be found [here](#). Log into SBS [Wise Advising here](#) to schedule or view walk-in appointments with your advisor.

*If you are no longer an SGPP undergraduate student and would like to be removed from this listserv, please email [SBSsgppadvising@email.arizona.edu](mailto:SBSsgppadvising@email.arizona.edu).*