

# California State University **Northridge**

Dear Biology Student,

In an effort to identify potential academic problems early, the Biology Department requires that all Biology majors who have completed fewer than 60 units (freshmen and sophomores) seek advisement during the fall semester before they can register for spring classes. To assure that this happens, a “hold” has been placed on all such students’ records; only when an official advisor removes the “hold” can registration proceed.

You are among the students for whom advisement is mandatory this semester. Because spring registration begins in just a few weeks—November 1—I encourage you to take action immediately. The rules for freshman and sophomores differ and are laid out below.

### **If you are a freshman (0-29 units):**

Individualized advisement is **mandatory** for all second semester freshmen and is provided at the College of Science and Mathematics SSC-EOP Office (EH 2126). To schedule an appointment call 818-677-4558; no walk-ins allowed. After you have been advised your hold will be lifted so that you can register. Advisors in the SSC-EOP Office are in great demand, so schedule your appointment well in advance of your registration date.

Continuing freshmen, i.e., those in their 3rd or later semester **must attend one of the sophomore workshops described below**. After attending a workshop such students will be considered advised and their holds will be removed. For particulars about the workshops and to register for one, read the section below directed at sophomores.

### **If you are a sophomore (30-59 units):**

All sophomores **must** attend a workshop where Biology advisors—Drs. Dole and Richardson—will discuss a variety of issues relevant to academic success. Among the topics the advisors will cover are:

- The difference between a BA and BS degree;
- The various Biology options and what each entails;
- The course sequences in the Biology core and prerequisites of each course;
- Several special programs available to Biology majors;
- How GPA’s are calculated and why this should concern you;
- Some key rules that students must follow at this university;
- How to use your MAP (My Academic Planner) or DPR (Degree Progress Report); and
- The ins and outs of preparing for one of the health professions.

Attendance at a workshop shall constitute advisement; all students who arrive at a workshop on time and stay for the entire presentation will have their holds removed and



allowed to register. *Anything less than full attendance is unacceptable; those who arrive late or leave early will not have their holds lifted.* Students who show up at a workshop without pre-registering will be accommodated only if sufficient seats are available; pre-registered students will be given priority.

Times and places of the advisement workshops are indicated below. To register for one, log in to <http://moodle.csun.edu> and click on "Lower Division Biology Advisement." If you do not see this option in your Moodle, and you are a Biology major, use the enrollment key "bioadvise" to register in the course.

Session	Location	Day, Date	Time
1	CR 5126	Monday, Oct. 14	9:30-10:45
2	LO 1127	Tuesday, Oct. 15	9:30-10:45
3	LO 1117	Tuesday, Oct. 15	1:00-2:15
4	CR 5126	Wednesday, Oct. 16	5:30-6:45
5	LO 1124	Thursday, Oct. 17	2:00-3:15
6	CR 5126	Friday, Oct. 25	12:30-1:45
7	CR 5126	Saturday, Oct. 25	9:30-10:45

Students with unique questions or concerns are encouraged to make a one-on-one appointment with an advisor. Appointments can be made online at <http://www.csun.edu/biology/advisement.htm>. Be aware, however, that during the class registration period advisors are in great demand and wait times for an appointment can be long.

**NOTE TO SOPHOMORES WHO AS FRESHMEN ATTENDED A WORKSHOP:**

Sophomores who attended an advisement workshop last year, presumably as freshmen, need not attend again. Instead, such students must discuss their academic plans individually with an advisor; only after doing so will their holds be removed. If you are among this cohort, and your previous attendance can be verified from a past workshop roster, do not delay in making an appointment. Once class registration begins advisors are extremely busy and appointment times are scarce. Make your appointment online at <http://www.csun.edu/biology/advisement.htm>.

Sincerely,



Dr. Larry Allen, Chair  
Biology Department

