

Contributors

Your CECS Family

Cindy Barrett
Bonita Campbell
Nagi El Naga
Diana Field
Teresa Flammer
Steven Gadomski
Deborah Gibby
Ani Harutyunyan
Karla Johnson-Majedi
Betsy Jones
Diane MacLachlan

Michelle Manchester
Renee Martinez
Kim Moore
Gabby Moreno
Carolyn Naiman
Yanira Navarro
Kathleen Pohl
Sally Sawchuk
Sidney Schwartz
Stephen Stepanek
Julie Vanegas

California State University
Northridge

College of Engineering
&
Computer Science



Student Handbook
Student Handbook

May 2005

Welcome:

You are about to embark on a fantastic journey! This is a journey of lifelong learning, meeting challenges, and working diligently to the best of your capacity. When the journey is complete you will have accomplished many feats, provided substantial contributions to society, and achieved a level of personal satisfaction for your efforts unmatched by any other profession. The journey will not be an easy one. You will have to work and study harder than you ever have before - probably exceeding your own expectations of what you are capable of. You will be pushed and driven along the way to succeed but much of the motivation you will need to become truly successful must come from within.

This handbook was prepared to help you get started on your journey while you are attending California State University, Northridge as a student in the College of Engineering and Computer Science. While much of this information can be found elsewhere, it is consolidated and condensed in this booklet for quick and easy reference.

We wish you success in your academic program and look forward to awarding your degree to you upon the completion of your studies here. The education that you receive here is so valuable that we look forward to not only awarding your degree, but also tracking your professional career.

Sincerely,



Dean



Associate Dean

Notes

CECS Opportunities

Academic Progress Achievement Awards

<http://www.csun.edu/~ecsdean/pdf/AcadAward.pdf>

CSUN GPA > 2.0

Minimum 25 units completed toward degree in prior year

Must apply to win

Awards announced in September

Scholarships

<http://www.csun.edu/~ecsdean/scholarship05/index.htm>

~\$50,000 awarded per year

Apply start of Spring term for Fall term award

Honors Co-Op

<http://www.csun.edu/~ecscoop/>

Senior Standing

3.0 CSUN GPA

Paid internship + academic credit

Living Learning Community

Priority housing with other engineering/computer science majors

On site tutoring/social activities

Peer support groups

(for info contact: dbrewer@csun.edu)

Student Organizations

(<http://www.csun.edu/~ecsdean/stuclubs.html>)

American Society of Civil Engineers ([ASCE](#))

American Society of Mechanical Engineers ([ASME](#))

Association for Computing Machinery ([ACM](#))

Institute of Electrical and Electronics Engineers ([IEEE](#))

National Society of Black Engineers ([NSBE](#))

Society for the Advancement of Material & Process Engineering
([SAMPE](#))

Society of Automotive Engineers ([SAE](#))

Society of Hispanic Professional Engineers ([SHPE](#))

Society of Manufacturing Engineers ([SME](#))

Society of Women Engineers ([SWE](#))

Tau Beta Pi

Table of Contents

Table of Contents	1
Important Academic Calendar Dates.....	2
Academic Pitfalls.....	3
Critical Department Information	6
Computer Science.....	6
Civil Engineering and Applied Mechanics.....	6
Manufacturing Systems Engineering & Management	7
Electrical and Computer Engineering	8
Mechanical Engineering	9
Student Services Center/EOP Satellite	10
Important Phone Numbers.....	11
Important URLs.....	12
Dos and Don'ts	13
Annual University Holidays.....	14
Helpful First Year Tips.....	15
CECS Opportunities	16
Academic Progress Achievement Awards	16
Scholarships.....	16
Honors Co-Op	16
Living Learning Community	16
Student Organizations	16
Notes.....	17
Contributors.....	18

Important Academic Calendar Dates

Priority registration	Last month of preceding term
Extended registration	Starts 3 weeks prior to first day of classes
Fees due	Upon completion of registration
Drop period (no approval) ¹	Weeks 1 - 2
Late Add of class	Weeks 1 - 3
Change Grading basis	Weeks 1 - 3
Deadline to drop without “W”	End of week 4
Graduation	Intent must be filed at least one year prior
Advising	Department specific, usually prior to end of preceding term
No ADD possible	Last three weeks of semester
Late fees (\$25/class)	Due by midnight on day of enrollment
Last day to obtain full refund	Friday before classes start
Scholarship Application Deadline	First Monday in March
Advisement letters	Usually sent out from College in April and November

Check current Schedule of Classes for exact calendar dates

More specific details regarding the timing and allowability of course related actions can be obtained from your department advisor, the general catalog, and the schedule of classes

¹ Drops are normally not permitted after week 2. Fees and signatures will be required in cases of approved exceptions.

Helpful First Year Tips

- Explore the campus to see what is available to help you in your studies
- Communicate with faculty, staff and other students
- Set reasonable short- and long-term goals and expectations for yourself
- Start early to develop a rapport with your professors
- Visit the Career Center and your academic advisor
- Keep the Schedule of Classes and Catalogue handy for reference for specific dates and university regulations
- Once classes begin only use the on-line version of the Schedule of Classes
- Attend Career Workshops
- Study - Focus - Study!
- Make sure you have completed the prerequisites for courses you intend to take later
- Verify your official course list within the first two weeks of the start of classes
- Enroll in Introductory Engineering or Computer Science Course (ME 101, MSE 101, ECE 101, COMP 108)
- Do not enroll in any General Education Courses that qualify for credit for Sections B or E or Subsections A.2 and A.3 – These are already satisfied by your major!
- Know your Degree Audit Report (DARS).

Annual University Holidays

Campus closed

New Year's Day	January 1*
Martin Luther King Day	3 rd Monday in January
Cesar Chavez Day	March 31*
Memorial Day	Last Monday in May
Independence Day	July 4*
Labor Day	1 st Monday in September
Thanksgiving	4 th Thursday in November
Admission Day (observed)	4 th Friday in November
Christmas	December 25*

The following holidays are observed during the weekdays between December 25 and January 1

Columbus Day
 Veteran's Day
 Lincoln's Birthday
 Washington's Birthday

*If a specific date falls on a weekend it is usually observed the following Monday

Academic Pitfalls

Be aware of the following university regulations that can cause trouble in your academic program. Most, if not all, of these can be avoided through proper planning, diligence and maintaining awareness of your program.

Problem	Solution
If you do not attend class during the first week you lose the right to remain on the class roll. The instructor may remove you from the roster but you will still be enrolled and will receive a "WU" = "F" at the end of the term.	Contact the instructor. Obtain a permission number (PTE) to re-enroll OR formally withdraw from the course.
A course repeated with a better grade does not cancel the previously assigned course grade.	A maximum of 15 units may be subject to "grade forgiveness". After that limit has been reached ALL grades will be used for GPA calculations.
Course repeated a third time, < 15 units grade forgiveness and prior grade not cancelled.	A course may be repeated only once to count toward "grade forgiveness".
Credit not received for course taken with CR/NC grading option.	Major courses taken with CR/NC grading option do not count toward degree requirements.
Unexplained administrative withdrawal during first 3 weeks.	Possible reasons: Course prerequisites not completed Qualifying examinations not passed (e.g., LDWPE, UDWPE) Insufficient class year standing Special requirements not met Consent of instructor not obtained
Disciplinary Action for any reason as a result of failure to follow regulations and/or poor citizenry.	Modify your behavior.
Credit not received for courses taken at another institution.	Contact your academic advisor at the earliest possible opportunity.
Withdrawn from course during fourth enrollment	CECS students must pass any course enrolled in by the third attempt.

Probation: Cumulative GPA OR CSUN GPA falls below 2.00.	See academic advisor before registering for classes. Select classes that will raise your GPA and still count toward your degree goals.
Disqualification: On probation during previous term AND GPA (cumulative or CSUN) falls below: 1.50 (< 30 units completed) 1.70 (30-59 units completed) 1.85 (60-89 units completed) 1.95 (90+ units completed)	Must see academic advisor to be readmitted into program. You will sign a contract covering conditions that must be met to continue. Must improve GPA by at least 0.05 each term. You will also be bound by the requirements in effect according to the catalogue year active at the time of your readmission.
3rd Disqualification	No courses taken through the College of Extended Learning may be used to meet degree requirements or offset grade point deficiencies. You are not permitted to continue and are effectively removed from degree program.
Holds on registration	
Ineligible to register for classes in the second year (violation of Executive Order 665).	Complete ALL developmental and writing courses (if applicable) within first year of enrollment.
Ineligible to register for classes after 60 units completed.	Complete all Section A general education requirements during the first 60 units.
Fees not paid.	Pay your fees.
Mandatory advisement.	See your academic advisor prior to your assigned registration period.
Cannot register for classes at start of Junior year.	Make sure that all lower division requirements have been completed. Review DARS report. Consult with your academic advisor.

Dos and Don'ts

Do

- Attend every class
- Complete all assignments
- Take rest breaks between studying/classes
- Participate in extracurricular activities
- Check SOLAR to verify class list (especially at the start of each term)
- Join/Form a study group
- Visit the faculty during office hours
- Seek help when needed (tutoring, medical, personal, etc.)
- See your advisor at least once per semester
- Meet all deadlines
- Pay all fees
- Visit CECS Student Services Center (SSC)/EOP frequently
- Check SSC and bulletin boards for announcements
- Be on time for classes and appointments
- Check for holds on your registration
- Keep records of all transactions, forms, and documents
- Read Schedule of Classes and General Catalogue for important rules, dates and regulations

Don't

- Fall behind in course work/studying/assignments
- Play computer/video games to excess
- Party excessively
- Spend too much time socializing
- Disrespect others
- Lie/cheat/steal/plagiarize
- Get distracted from your academic goals
- Procrastinate
- Ignore good advice
- Overextend your credit using plastic money
- Take courses you are not prepared for
- Let your GPA fall below 2.0

Help Line
349-HELP
 7 days a week
 6:00 P.M. – Midnight

This crisis Help Line is a comprehensive referral service to both on-campus and off-campus agencies

Important URLs

www.csun.edu/portal	administrative/registration access
www.csun.edu/webmail	access to CSUN email account
www.csun.edu/~ecsdean	College information pages
www.assist.org	Articulation information between CSUN and community colleges

Academic Grievances and Grade Appeals

Academic Grievances may be filed when a student feels aggrieved in (non-grade) matters concerning an academic decision, action or judgment by a faculty member. A grade appeal may be filed when a student believes a grade is based in error, violation of University rule or policy, refusal by the instructor to report a grade, discrimination or other improper conduct towards the student. Grade appeals based wholly or in part on a subjective or qualitative judgment of an instructor will not be considered by the Academic Grievance and Appeals Board.

Students should attempt to resolve matters informally with the faculty member prior to filing an academic grievance or grade appeal. Students should also seek the review of the appropriate department chair and school dean or designee. If the matter cannot be resolved in this manner, the student may file a formal grievance or grade appeal.

The grievance must be presented in writing before the end of the semester following the semester in which the matter occurred or the grade was assigned.

Information and forms for filing an academic grievance or grade appeal may be obtained from the Office of the Vice President for Student Affairs of by calling (818) 677-2391.

Academic Dishonesty

Academic dishonesty violates the academic integrity and quality of education. It is the responsibility of every student to maintain the highest standards of academic integrity. Offenses of this nature may lead to disciplinary sanctions, suspension or expulsion depending on the severity of the offense.

There are four general categories of academic dishonesty: cheating, fabrication, facilitating academic dishonesty and plagiarism. Details on specific types of academic dishonesty and the disciplinary actions that may result are described in detail in the University General Catalog.

Critical Department Information

The College of Engineering and Computer Science houses five academic departments. Information specific to your major and department can be found on the following pages. Please review the information that applies to your major.

Contact information is also provided for ease of reference.

Computer Science

Chair: Steven G. Stepanek

Office: EN 2403

Phone: (818) 677-3398

Website: <http://www.csun.edu/compsci/>

Civil Engineering and Applied Mechanics

Chair: Stephen Gadowski

Office: EN 2407

Phone: (818) 677-2166

Website: <http://www.csun.edu/~ceam>

Important Phone Numbers

Area code: (818); Prefix: 677

Accounts Payable (UN 365D)	3472
Admissions and Records (SB 100)	3700
<i>Position currently vacant (AD710B)</i> Academic Advisor	2569
Arany, John, (UN 105) ECS Career Counselor	2024
Associated Students (USU 100)	2477
Career Center (UN 105)	2878
CECS Student Services Center/EOP/MEP (AD710B)	2191
Center on Disabilities (UP Bldg 11)	2578
College of Engineering & Computer Science (EN 2404)	4501
Email accounts	1400
Financial Aid Office (SB Lobby)	3000
Fitness Center (USU Pool)	3604
Learning Resource Center (SB 408)	2033
Library, Oviatt	2285
Lost and Found (UP Bldg 14)	4997
Matador Bookstore	2985
Orientation and New Student Programs (USU SW 113)	2393
Parking (UP Bldg 14, 101)	2157
Police (UPA Bldg 14)	2111
Residential Life (17950 Lassen)	2160
Student Affairs (UN 310)	2391
Student Health Center (SHC)	3666
Student Loans (UN 365E)	4734
Testing Center (SB 225)	2369
Tutoring, CECS Student Services Center (EA1124)	2191
Undergraduate Studies Advising (SB 210)	2108
University Counseling Services (SB 520)	2366
University Student Union (USU A117)	2251

Student Services Center/EOP Satellite

Our professional staff works closely with your department to provide a roadmap for success. Stop by and we will help make sure you are ready for the next step along the way. The following contact information can be used to schedule advisement and review the tutoring schedule.

Location:	AD710B
Office hours:	Monday – Friday, 8:00AM to 5:00PM.
Phone:	(818) 677-2191
Email:	cecs.ssc@csun.edu
Website:	www.csun.edu/~cecssc

These are just some of the many ways we can serve you:

- We provide most academic forms and can help you navigate your way through university procedures.
- General Education Advisement. Don't get stuck taking unnecessary classes or end up missing something you needed to take. Let us help you plan in advance.
- Lower Division Academic Advisement. We work with your department to help you succeed in your foundation courses – so you can start your upper division major courses ready to achieve.
- As part of our commitment to help CECS students achieve academic success we provide Facilitated Academic Workshops and Group Tutoring to all Engineering and Computer Science students. 85% of students fully engaged in tutoring pass their course.
- Specialized help for students in academic difficulty. For those facing academic problems, we offer specialized support, including workshops on getting off of academic probation, and we help students get back on course for university success.

Manufacturing Systems Engineering & Management

Chair: Bonita Campbell
Office: EA 1308
Phone: (818) 677-2167
Website: <http://www.csun.edu/~msem>

MSEM...

a learning community where student achievement and talent development are priorities

Student Organizations:

- Society for the Advancement of Materials and Processes (SAMPE)
Faculty Advisor: Professor Bavarian
- Society of Manufacturing Engineers
Faculty Advisor: Professor Shraibati

Special Events:

- Fall and Spring Semester Welcome
Wednesday evening before first day of class
- Celebrating Our Students
Evening before College Commencement

Department Programs:

- BS, Manufacturing Systems Engineering
- MS, Engineering Management
- MS, Materials Engineering
- MS, Engineering, Automation Engineering Option

Electrical and Computer Engineering

Chair: Dr. Nagi El Naga

Office: EN 2409

Phone: (818) 677-2190

Website: <http://www.csun.edu/~ece>

Degrees Offered:

- B.S. in Computer Engineering
- B.S. in Electrical Engineering
- M.S. in Electrical Engineering

Highlights:

- Individualized advisement of new and continuing students provided by department faculty
- Internship opportunities
- State of the art laboratory facilities
- Access to industrial software tools
- Computer workroom and study area exclusively for ECE students

Student Organizations:

- Institute of Electrical and Electronics Engineers (IEEE)
Faculty Advisor: Dr. Sharlene Katz
- Tau Beta Pi (engineering honor society)
Faculty Advisor: Dr. Ali Amini

Current and prospective electrical and computer engineering students are encouraged to stop by the department office in EN 2409 or call (818-677-2190) for further information.

Mechanical Engineering

Chair: Sidney Schwartz

Office: EN 2413

Phone: (818) 677-2187

Website: <http://www.csun.edu/me>

- You must see the Department chair for advisement each semester until you have completed all required 200 level classes. At that time you need to select an ME faculty member as your advisor or go to the ME office and you will be assigned to a faculty adviser. The advisement periods are in April and November. See the ME Office Manager for an appointment.
- Information pertaining to the ME curriculum, General Education requirements, and other Departmental issues is available in the ME office
- You are encouraged to join the American Society of Mechanical Engineers Student Chapter. Check the Department web site or the ME office for information on how to join.
- Use the ME department web site as your source of current Department information.