

Welcome to the Advising Resource Center/EOP. On the pages below you will find the following: the First-Time Freshmen Checklist (FTF), the Pre-Advisement and Registration Information Checklist, and the First-time Freshmen Advisement Information. Please read this information carefully to be better prepared as these are important topics that will be discussed in the **Explore Workshop** in ARC/EOP. Review the advisement workshop schedule and call our office to set your appointment (818.677.2108). **Be sure to bring the signed STUDENT ACKNOWLEDGEMENT SIGNATURE FORM to your scheduled advisement and registration session.**

First-Time Freshmen Checklist

Mandatory advisement and priority registration for the Fall 2008 semester for First-Time Freshmen begins on Monday, March 24th, 2008. Following these steps will make your first semester university experience a rewarding one:

- The **Advising Resource Center/EOP (office for undecided majors)** is located in Bayramian Hall, Room 210 (818-677-2108). If you have declared a major other than Undecided, contact your major department for registration information. If you wish to declare a major, call Admissions & Records to have you major changed.
- You should have already taken the Entry Level Mathematics Test (ELM) and/or the English Placement Test (EPT) unless SAT/ACT/AP/EAP scores exempt you from these exams. If you are exempt from the ELM/EPT, make sure you have submitted this information to Admissions and Records. ***NOTE: Your ELM/EPT scores or Exemption must be recorded in the CSUN's Admissions and Records system in order for us to register you for Fall 2008 courses during your advisement and registration session.*** Please call the Testing Center at (818) 677-2369 or visit their website <http://www.csun.edu/testing/> for additional details.
- If you have taken and passed any Advanced Placement (AP) exams, bring a copy of these test scores.
- Make sure you allow yourself enough time to get to your appointment on time. Directions may be found on our campus website at <http://www.csun.edu/~pubrels/directions/directions.html> . If utilizing campus parking, it will cost \$5.00 per day. Information is available at http://www-admn.csun.edu/parking/general_park.html. **If you are late, you will be rescheduled.**
- Purchase the *2006-2008 University Catalog*. It is available at the CSUN Matador Bookstore. This resource as well as the Spring 2008 Semester Schedule of Classes are also available online through myNorthridge Portal or www.csun.edu/anr/soc .
- The workshops can run between two to three hours, and are designed to accommodate students only. Your parent/guest/s are welcome to stay at our reception area.
- You must bring your Registration Access Mailer (RAM), which has your CSUN I.D., and your SOLAR User Account #, along with your password (**you will not be able to register for your classes without this information.**)
- If you have taken any courses at a community college, please bring the transcripts with you.
- Make a list of questions you may have regarding major exploration, General Education, financial aid, housing, etc. so that you can ask the advisor during your appointment.
- Log in to the myNorthridge Web Portal at <https://www.csun.edu> on a weekly basis as e-mail is the primary source of communication for the campus. You will be using the Portal for a variety of important information (including but not limited to accessing your academic records, viewing your financial aid, and checking for campus updates).
- Fall 2008 Classes begin Monday, August 25th, 2008.**

Pre-Advisement and Registration Information Checklist

Entry-Level Math test (ELM) and English Placement Test (EPT) – The CSU requires you to take the English Placement Test (EPT) and the Entry Level Mathematics Test (ELM) prior to enrollment in the CSU unless you are exempt by means of scores earned on other appropriate tests such as the CSU's Early Assessment Program (EAP) tests in English and Mathematics, the SAT, and ACT. The EPT and the ELM are not admission tests; instead, they determine eligibility to enroll in specific courses. **If you are required to take the EPT and the ELM but fail to do so, you will not be allowed to register for any coursework at CSUN until the test scores are present at this campus.**

- Exemptions for these tests are listed in the 2006-2008 University Catalog on page 546 and are available online at <http://www.csun.edu/testing/placement/ept.htm#exemptions> and <http://www.csun.edu/testing/placement/elm.htm#exemptions>

Based on scores earned on these tests students will be placed into appropriate writing and math coursework beginning in their first semester. The following lists the sequence of coursework based on ELM/EPT score:

First Semester	Second Semester	Third Semester
EPT Score: 120 to 141		
097 (with grade of "CR")	→ 098 (with grade of "CR")	→ 155 (GE A.1 Writing)
EPT Score: 142 – 150		
098 (with grade of "CR")	→ 155 (with passing grade)	→ 151 (GE A.4 requirement)
EPT Score: 151 or above or exempt		
155 (with passing grade)	→ 151 (GE A4 requirement)	
ELM Score: 0 – 33		
092 (with grade of "CR")	→ 093 (with grade of "CR")	→ GE A.3 Math
ELM Score: 34 – 49		
093 (with grade of "CR")	→ GE A.3 Math	
ELM Score: 50 or above or exempt		
GE A.3 Math		

CSU Executive Order 665 – Since the Fall 1998 semester, newly admitted students within the CSU have been subject to the requirements of Executive Order 665 (EO 665). This order is primarily concerned with determining competency in Math and Writing for first-time freshmen. While the policy has many components – there are three that are the most important for first-time freshmen:

- **Testing Requirement** - All non-exempt students shall be *required* to take the ELM and/or EPT examinations after admission and before enrollment in the CSU.

Please refer to the following for information related to the remaining test dates for Spring 2008 applicants: <http://www.csun.edu/testing/placement/ept.htm#dates> ; <http://www.csun.edu/testing/placement/elm.htm#dates>

- **Enrollment Requirement** - Students **MUST** register in the appropriate developmental coursework as indicated by their ELM/EPT test scores beginning in their first semester and continuing without break every semester until all developmental coursework is completed.

- **Timeliness Requirement** - Students are given a maximum of one calendar year to complete all required developmental coursework. Students who fail to meet this timeliness requirement will be required to stop-out and attend another institution until such time as they have completed both GE Writing and GE Math with a grade of "C" or better.

Students who are in good standing and who have been stopped-out due to EO 665 are automatically granted two consecutive semesters of academic leave.

- Advanced Placement Tests (AP) and Scores related to placement in GE Writing and Math** – Students can receive credit towards their Bachelor’s degree for successful completion of Advanced Placement Examinations. A passing score of three or better on these exams can earn the student up to six units of college credit. The following are exams related to the GE Basic Skills area in Writing and Math:

Examination	Score	Units	CSUN Course Equiv.	GE area Applicable
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(successful completion of any of the following AP English Exams will exempt the student from the EPT and will complete the lower division requirement in GE Writing)

AP English Language & Comp	3,4,5	3 units	ENGL 155	Basic Skills – A.1 (3 units)
AP English Literature & Comp	3,4,5	6 units	ENGL 155 + 255	Basic Skills – A.1 (3 units) + Arts & Humanities (3 units)

Note: students will receive a maximum of 6 units if both AP Lit & Comp and AP Lang & Comp are passed.

(successful completion of any of the following AP Math Exams will exempt the student from the ELM and will complete the GE Math requirement)

AP Math: Calculus AB	3,4,5	5 units	MATH 150A	Basic Skills A.3 (5 units)
AP Math: Calculus BC	3,4,5	6 units	MATH 150A+150B	Basic Skills A.3 (5 units)
AP Statistics	3,4,5	4 units	MATH 140	Basic Skills A.3 (4 units)

- *For information on course credit and placement for other AP Examinations – please refer to the 2006-2008 University Catalog on page 551.*

- Registration and Add/Drop Policies and Deadlines** – As an incoming freshman, you will be able to register before continuing CSUN students – your registration time will be based on when you have completed your advisement and registration appointment in the Advising Resource Center/EOP office. Here are a few steps you should follow to ensure that your registration will go smoothly:

- access your Portal account to determine if there are any registration **holds** preventing you from enrolling during your priority period. There are a variety of holds you could encounter: advisement holds, health center holds, holds related to missing documents, etc.
 - make sure that your tuition is paid by the deadline.

Add/Drop Policies – Students are only eligible to adjust their schedule (add classes, drop classes, or change the basis of grading) during the first 3 weeks of each semester. During this period, you can use your portal on SOLAR to make the change. Note: if you are trying to add during first 3 weeks, you will need Permission #'s to enroll in a course. **Always verify that the change has gone through by printing out and carefully reviewing your new schedule.** Do not assume any change has occurred simply because you have entered information into the WebPortal. It is the student’s responsibility to verify correct enrollment each semester and to complete all courses they are enrolled in. Students are not automatically dropped from classes they are not attending. Failure to attend or complete a class you are enrolled in will result in a grade of “WU” which counts as “F” in the GPA.

Attempting to add or drop courses after the third week requires additional approvals and a justifiable reason to attempt the change. Be aware, in most cases you will not receive approval for attempted schedule changes after the third week.

- *For additional information – see the 2006-2008 University Catalog on page 527.*

- Grades and Other GPA Issues** – For many, grades can be seen as one measure of a student’s success in a particular class. Most students expect to receive good grades, although not all students do. In a university, good grades don’t just happen – students have to earn them. Below are some steps you can take to assist you in your efforts to earn good grades:

- Read and use the syllabus of each class.
 - Track your test and assignment due dates on a semester calendar.
 - Track your grade in each class.
 - Meet with your instructors whenever you have questions that aren’t answered in class.
 - Attend classes every day.
 - Study for each class regularly and often - plan on spending anywhere from 20 hours or more a week outside of class studying or preparing for your classes (at least 2-3 hours per class hour).

Some Policies related to grades and GPA:

Credit/No Credit Coursework: Courses that are taken on a CR/NC basis of grading are not calculated into the GPA – only graded courses are used. **BUT** you need to remember that **all** courses that are used to meet GE, Title 5, and any course taken within the department of the major must be enrolled in on a graded basis, i.e. cannot be taken CR/NC, unless the catalog states otherwise. A maximum of 18 units of CR/NC coursework can be taken in the degree. (See 2006-2008 University Catalog page 34)

Undergraduate Repeat Policy: Students are allowed to repeat up to 15 units of coursework for the purpose of enhancing the grade. The better of the first two grades will be used to calculate the GPA and the lesser grade will be ‘forgiven’. However, both grades will appear on official transcripts. Students are allowed to repeat only if they have received a grade of C- or less in their first attempt and are not permitted to enroll in a repeat course until Nonrestrictive Registration. Students are not permitted to enroll in a class for a 3rd or subsequent time without the written consent of the Associate Dean of the course. All attempts beyond the first will be calculated into the GPA. Courses taken at other schools cannot be repeated at CSUN to enhance the grade. Courses taken at CSUN cannot be repeated at other schools to enhance the grade. (See 2006-2008 University Catalog on page 35)

Policy on Incomplete Grades: Students may request a grade of “I” or Incomplete only if they have satisfied a substantial portion of a course but due to unforeseen and fully justified reasons they were unable to complete the course by the end of the semester. The work that is incomplete normally should be of such a nature that it can be completed independently by the student for later evaluation by the instructor. An incomplete shall not be assigned when a student would be required to attend a major portion of the class when it is next offered. A final grade is assigned when the work agreed upon has been completed and evaluated. Students should not re-enroll in any course in which they have received an incomplete.

Unless an approved “Request for Extension of Time to Remove Incomplete” form has been filed with Admissions and Records, an “I” must normally be made up within one calendar year immediately following the end of the term during which it was assigned. This limitation prevails whether or not the student maintains continuous enrollment.

An incomplete will be counted as equivalent to an F (or an NC if applicable) for grade point average computation under the following conditions:

- ✓ If a student fails to complete the assigned work within one calendar year.
- ✓ If an undergraduate student re-enrolls in the course before making up the work during the calendar year.

GPA and Graduation: In order to graduate you will need to have certain GPA’s at 2.0 or higher. These are:

- CSUN GPA: all graded courses you enroll in at CSUN goes into this
- CUM or Total GPA: all CSUN courses plus any courses taken at another college and transferred back to CSUN goes into this
- Major GPA: all upper division courses used to complete the major goes into this
- Minor GPA: all upper division courses used to complete the minor goes into this. A student is not required to do a minor. This GPA is calculated only if the student has added into and intends to complete a minor before graduation.

Probation and Disqualification: If either your CSUN or your CUM GPA falls below 2.0 you are automatically placed on probation. A student on probation is allowed to enroll in no more that 13 units in any semester they are on probation.

Disqualification means dismissal from the university (no longer eligible to enroll – please review the catalog regarding the “Renewal Semester” policy). Students on probation will be disqualified when:

Freshman (0-29 total units earned): CSUN or Cumulative GPA falls below 1.50

Sophomore (30-59 total units earned): CSUN or Cumulative GPA falls below 1.70

Junior (60-89 total units earned): CSUN or Cumulative GPA falls below 1.85

Senior (90 or more total units): CSUN or Cumulative GPA or overall falls below 1.95

- *For more information, please refer to the 2006-2008 University Catalog on page 32*

Student Conduct Code - Students and applicants for admission who do not abide by the policies on conduct are subject to discipline as provided by the Educational Code. This discipline could include any of the following: expulsion, suspension, administrative probation, or a lesser sanction as dictated by campus authority. Whenever it appears that there has been a Student Conduct Code violation, a complaint will be filed with the Associate Vice President for Student Affairs for investigation.

Academic Dishonesty

In order to preserve the integrity and quality of the educational process, students must adhere to a level of honesty that prohibits them from participating in any form of academic dishonesty, such as cheating, fabrication of information, or plagiarism. It is the responsibility of the faculty to evaluate student performance and to 'make reasonable efforts to guarantee that work is done by the student who is to receive credit for its completion'. If a faculty member determines that a student has in some way been academically dishonest then it is up to the faculty member to determine the appropriate penalty to be imposed on the student. The faculty member may:

- 1) Assign a lower grade for the assignment, exam, or the entire course.
- 2) Request that the Office of the Vice President of Student Affairs send a letter to the student notifying them that the university is aware of the student's infraction but will not take action.
- 3) Request disciplinary action against the student through the Office of the Vice President of Student Affairs. If requested, this can be a lengthy process that also requires the Department Chair and/or Dean of the course to submit a formal request and written report of the offense. The incident will then be investigated and an appropriate action taken.

Cheating: Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.

Fabrication: Intentional falsification or invention of any information or citation in an academic exercise.

Plagiarism: Intentionally or knowingly representing the words, ideas, or work of another as one's own in any academic exercise.

- *For additional information, please refer to the 2006-2008 University Catalog on pgs 535-538*

Family Educational Rights and Privacy Act (FERPA) – This federal act deals with the privacy of student records and the rights granted to students regarding their educational records. Under this act, an educational or student record is any record containing personally identifiable information that is directly related to a student and maintained by the University or its agents.

Except as permitted by the Act, the University will not disclose student educational records without the consent of the student.

What does FERPA seek to ensure?

- 1) that all students have access to their records,
- 2) that students have an opportunity to challenge the content of their records,
- 3) that the university will obtain consent prior to the disclosure of certain student records to third parties,
- 4) that students will be informed of their FERPA rights.

Policy: FERPA vests parents with certain rights concerning student records. These rights transfer to students upon reaching the age of 18 or upon enrolling at a post-secondary institution.

- *Additional information related to FERPA can be found in the 2006-2008 University Catalog on page 533.*

First-Time Freshmen Checklist &
Pre-Advisement and Registration Information Checklist

Student Acknowledgement Signature Form

Student Name

CSUN ID #

My signature acknowledges that I have reviewed and recognize the importance of the information listed in both the First-Time Freshmen Checklist (all items) and the Pre-Advisement and Registration Information Checklist which includes the following topics:

- Entry-Level Math test (ELM) and English Placement Test (EPT)
- Statement of EO 665 Remediation Policy
- Advanced Placement Tests (AP) and Scores related to placement in GE Writing and Math
- Registration and Add/Drop Policies and Deadlines
- Grades and Other GPA Issues
- Student Conduct Code /Academic Dishonesty
- Family Educational Rights and Privacy Act (FERPA)

Student Signature

Date

**REMINDER: Please sign this form and bring it to your scheduled
ARC/EOP Explore Workshop.**