

# First-Time Transfer Checklist Fall 2014

## Welcome to California State University, Northridge

This **transfer student** checklist will guide you through the necessary steps to enroll successfully at Cal State Northridge. It's an exciting time but it can be confusing. University policies and requirements may differ from those of your previous institution. This step-by-step advice should smooth your transition and help you avoid common pitfalls.

1. The required coursework that you need to transfer to CSUN (minimum of 60 units, including the 4 basic subjects, and 2.0 GPA) must be completed by the end of the Spring 2014 semester. All final, official **transcripts** must be postmarked or hand delivered to Admissions and Records by **August 15, 2014** (please see #11 below).
2. All admitted first-time transfer students must file their "**Intent to Register**" no later than 11:59 p.m. on **Tuesday, July 1, 2014**. (If admitted after June 17, file intent within 14 days of your admission date.)
3. **Activate your CSUN Account.** Locate the "Activate CSUN User ID and Password" letter you received from Admissions and Records and log into "**myNorthridge**" Portal at [www.csun.edu](http://www.csun.edu). Read and accept the campus information technology policy. Follow the instructions to set up your account and enter any other information as prompted. For help, visit the **Information Technology Help Center**. Use your User ID and Password to log into your **CSUN Gmail account** regularly to check for important University notices.
4. **Check your application status** for missing items. Log into **myNorthridge** at [www.csun.edu](http://www.csun.edu), locate **My Checklist**, and review your **Incomplete Tasks**. Learn more at **My Admissions Checklist**.
5. Prepare to register and remember important dates. **Beginning in early May**, watch your mailbox for the Fall 2014 **Registration Access Mailer**. It contains your enrollment appointment as well as the earliest date and time you can go online to register in classes.

You will receive a paper Registration Access Mailer for your first semester only. Thereafter, visit the **Registration Calendar** for registration news and dates. Your registration appointment and any holds also display in "My Checklist." Beginning with your enrollment time, through **July 13, 2014**, you may enroll in classes online through "**myNorthridge**." Beginning **July 14, 2014**, you may

continue to access online registration. No appointment is required. For additional dates, see the [Registration Calendar](#).

Enrollment is limited to 13 units during the enrollment by appointment period and will increase beginning July 14, 2014. You are encouraged to make every unit count by enrolling in courses required for your degree so you stay on track for graduation.

**Fall 2014 classes begin Monday, August 25, 2014. Friday-Saturday and Saturday-only classes begin August 23.**

6. **Review the [University Catalog](#)** prior to meeting with an academic advisor. The Catalog describes every major, all courses CSUN offers, and provides vital information about academic policies and university regulations.
7. **Make an appointment with your academic advisor.** Students who seek advisement before registering are more likely to enroll in the courses they need and less likely to make errors that can cost time and money. Meeting with an academic advisor is the best way to take all the necessary steps that will lead to timely graduation.

Find your major department at [Academic Programs](#) and contact the department to make an appointment with your academic advisor. In some of CSUN's eight academic colleges transfer students are advised by the [Student Services Center/EOP Satellite](#). Remember, University policies and deadlines will differ from those of your previous institution; your advisor will help with the transition.

Academic advisement is strongly encouraged for all transfer students; some majors require it. If your major requires advisement before registration, you will have an advisement hold. The hold will be cleared only when you meet with your advisor. To view registration holds, log into "**myNorthridge**" with your CSUN User ID and Password, locate **My Checklist** and review the Incomplete Tasks section.

8. Be on time for your advisement appointment. Purchase a one-day campus parking permit for \$6.00. Arrive on campus early to locate your major department. Download [freeway directions](#) and a [campus map](#). While on campus, you may also

want to visit [Financial Aid and Scholarships](#), [Housing](#), the [Oviatt Library](#), or other campus resources that you can locate from the [CSUN home page](#).

9. **Check out special General Education (GE) classes just for new transfers.** Cal State Northridge offers special sections of select upper division GE classes that combine subject matter content with information about University resources, culture and requirements. The reserved classes are also a great place to make friends and get oriented to your new university (enrollment is based on availability). ). [View the offerings here](#).
10. **Find out if you need a department exam.** The [Math Placement Test \(MPT\)](#) and/or [Chemistry Placement Test \(CPT\)](#) may be required for students planning to major in Engineering, Computer Sciences, Science or Math.
11. **Bring your unofficial transcripts for all courses taken at a community college or another four-year university to your advisement meeting.** **REMINDER:** Official transcripts must be postmarked or hand delivered by **August 15, 2014**. Your final transcript(s) must show completion of the minimum requirements for transfer admission (60 units, including the 4 basic subjects, and 2.0 GPA).

**Use My Plan to Graduate (MPG) or My Academic Planner (MAP)**, both interactive degree planning tools, to check the placement of your transfer courses into CSUN major and degree requirement sections. Your advisor will assist you with learning how to use these tools. For a preview, see the *How To Guides* on [My Plan to Graduate](#), [Interpreting DPR and MAP](#) and [Using MAP to Plan Courses](#).

If your transcripts have not yet been evaluated, your transfer courses will not yet display in MAP/DPR. You may visit [www.assist.org](http://www.assist.org) to find California community college and CSUN course equivalents. Bring a list of these courses with you to your advising appointment.

12. **Prepare questions and a tentative class schedule to review with your advisor.** Review the transfer plan for your major at <http://catalog.csun.edu/plans> for the suggested sequence of classes. STAR Act (AA-T and AS-T) transfer plans are also available at <http://catalog.csun.edu/plans/star-act>. Use [Class Search](#) to look up the courses you want. Prepare a tentative schedule with alternate choices using the [Schedule Planning Worksheet](#).

For help navigating Class Search, “myNorthridge” and the SOLAR Student Center, see the How To Guides. For registration dates, visit the Registration Calendar.

13. **Register for classes.** As a transfer student, you may register for classes independently beginning with the date provided in your Registration Access Mailer and in **My Checklist** if your holds are resolved. Registering on your set date will give you the best selection of classes and times. However, your access to the online registration system continues from your priority date through September 12, 2014. Students may wait list for closed classes beginning with Nonrestrictive Registration on Monday, July 14, 2014 through Monday, September 1, 2014. During the wait list period, no permission numbers are required to add classes (except restricted classes). Permission numbers are required to add classes during the second and third weeks of instruction, beginning Tuesday, September 2, 2014. The last day to add or drop classes online is **Friday, September 12**.
14. **Pay your tuition and other fees on time.** Payment is due when you register in classes, but no later than the deadlines published in the Fee Payment Schedule. Due dates vary by registration date. **If you do not pay on time**, you will be disenrolled from courses. Get details on tuition and fees, payment due dates, installment plans and more at University Cash Services.

Note: **It is the sole responsibility of the student to withdraw from classes. Failure to follow formal withdrawal procedures may result in an obligation to pay fees, the assignment of failing grades, and the need to reapply for admission to the University.**

15. For important updates and University notices, log into “**myNorthridge**” with your CSUN User ID and Password. Regularly check your CSUN Gmail, too, by logging into http://my.csun.edu. CSUN Gmail is an official means of University communication.
16. **Be sure to meet the CSU immunization requirement** for measles, rubella and hepatitis B. If you attended a California public middle or high school, you have probably met the requirement. If not, complete the measles and rubella immunization requirement during your first semester of classes. Complete the hepatitis B requirement during your second semester. For more information, including the consequences of non-compliance and other immunization

considerations, see the Klotz Student Health Center website [Immunization Requirements](#).

17. Sign up for the **New Transfer Student Orientation** to learn about the University, receive useful information, and meet other transfer students. Call 818-677-4100 or go to [www.csun.edu/nso](http://www.csun.edu/nso) to register.
18. Register for the **Upper Division Writing Proficiency Exam** (UDWPE) at the beginning of your first semester at CSUN. Undergraduate students are encouraged to take the UDWPE as early as possible, but must take the exam no later than the semester in which 75 units will be completed. Transfer students entering the University who will have completed 75 units by the end of their first semester must attempt the exam during their first semester at CSUN. Students who have not attempted the UDWPE by the completion of 75 units will have a hold placed on their subsequent class registration. Some upper division major courses require a passing score on the UDWPE before you can enroll so plan ahead and avoid enrollment delays. Information on the exam including registration details is located at <http://www.csun.edu/testing/tests/upper.htm>.