Fall 2015 First-time International Freshman Advising Checklist

This checklist will help you get started on your academic career at Cal State Northridge. Planning for your freshman year is an exciting time! Freshmen enrollment activities for Fall 2015 begin mid-April once student file the Response Questionnaire.

Important! Complete tasks 1-3 below by the deadlines in order to be pre-enrolled in classes at Cal State Northridge (CSUN) for the Fall 2015 semester:

1. **Inform us of your plan to attend CSUN** no later than **June 15, 2015** by filling out and submitting the [Response Questionnaire](#). (If you are admitted after June 15, submit the questionnaire within 14 days of your admission date.)

2. **Satisfy the Math Selection Assessment (MSA) and English Placement Test (EPT).** The MSA and EPT indicate which level math and composition course you are prepared to take in your first semester. With the MSA preliminary assessment, you can practice while you are in your home country because it is accessible online. Then, you take the CSUN-proctored math assessment which indicates precisely which math course you are eligible to take. You should take the MSA and EPT unless you are exempt because of your SAT (Scholastic Aptitude Test), ACT (American College Test), or AP (Advanced Placement) scores. To make sure CSUN Admissions and Records has received your EPT scores or exemption, log into myNorthridge, locate My Checklist and review your complete and incomplete tasks.

   NOTES: If you are required to take the EPT, it is best to take it on or before **June 20, 2015**. You may take EPT at CSUN or a CSU campus near you. To view test dates, register online and learn about exemptions, visit the CSUN Testing Center. Students who are non-California residents and are unable to test at one of the California State Universities and need to test in their home state, must register online at the ETS website and select the test campus as "Out of State." Please note that there is an out of state testing fee of $75 in addition to the testing fees.

Students who cannot take the MSA and EPT by the registration period are automatically placed into the **lowest level freshman composition and developmental math courses**. Be aware that students who must take the lowest level math course (MATH 92) will add additional semesters to their degree plan. This is especially critical for science, math, engineering, and occupational health majors, or for students being sponsored. Keep in mind that with the MSA, you can start the practice assessment and learning modules while you are still at home, and take the proctored assessment at CSUN when you arrive (preferably at least one week prior to the start of the term). By filling out and submitting the Response Questionnaire, your name and
email will be given to the MSA Instructor who will then send you an email to access the MSA online class. There is no fee to use this service so use the online access to help you prepare for the proctored test you will take when you get to CSUN. For information about the MSA, please read the Math Selection Assessment Information Sheet.

3. Complete the New International Student Online Information Workshop as soon as possible or by June 15, 2015.

4. Send your preliminary high school transcript showing completion of your first semester senior year to Admissions and Records as soon as the semester ends. If you have taken college and/or Advanced Placement (AP) courses, bring unofficial transcripts along with any AP test scores to your International Advisor or email a copy to ugs.intladvisor@csun.edu. Your advisor needs to know if you have additional college credits that may transfer to CSUN.

5. 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. 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.

Your CSUN-issued Gmail is an official means of University communication. Check your CSUN Gmail account often for important notices by logging into myNorthridge or http://my.csun.edu with your CSUN User ID and Password. Learn more at Student E-mail.

6. Find out if you need additional department exams. If your major is Engineering, Computer Science, Sciences, Math, or Environmental and Occupational Health, then the MSA (see #2) are required to demonstrate you are fully prepared to enroll in lower division math major courses. Passing the Chemistry Placement Test (CPT) is required to enroll in Chemistry 101/101L. However, students cannot take the CPT until they attempt the MSA or are exempt. For questions, email ugs.intladvisor@csun.edu.

7. For the first semester, all international undergraduate students who fill out the Response Questionnaire (priority given to students who respond by June 1, 2015) will be pre-enrolled in courses since they generally do not arrive at CSUN until the week or two weeks prior to the start of the semester. This practice helps ensure that students have a seat in courses that become full and are enrolled in at least 12 units. Enrollment is limited to 16 units during the enrollment period. Students who already live in the United States may schedule a meeting with the International Advisor, Geraldine Sare, by calling 818-677-2969 or emailing ugs.intladvisor@csun.edu to schedule an appointment. Students who are unable to come to the
U.S. until the entry deadline, August 17, are also encouraged to email ugs.intladvisor@csun.edu for questions.

If you already live locally, it would be to your advantage to meet with Geraldine on campus before July 2 so she can help you get into your preferred schedule. Purchase a one-day campus parking permit for $6.00. Arrive on campus early to locate University Hall, Room 215 for your in-person advisement appointment. Download freeway directions and a campus map.

8. Review the online University Catalog prior to your advising session. The Catalog describes every major, all courses CSUN offers, and provides vital information about academic policies and University rules.

9. Browse the Schedule of Classes using Class Search. Learn about Class Search, myNorthridge and the SOLAR Student Center with the How To Guides.

10. Pay your tuition and other fees on time. For your first semester, payment is due by August 31, 2015. If you do not pay on time, you will be disenrolled from courses. Get details on tuition and other fees, payment due dates, installment plans and more at University Cash Services.

NOTE: It is the sole responsibility of the student to notify the International Advisor of your intent to withdraw from classes as soon as possible or by the end of the 3rd week of the term. 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.

11. Send Admissions and Records your final, official high school transcript showing completion of your final semester and verifying graduation date as soon as your senior year ends. Final transcripts are due no later than June 15, 2015.

12. 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 requirements. 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.

13. Check the status of your application for missing documents or test scores. Log into myNorthridge at www.csun.edu. Locate My Checklist, review your Incomplete Tasks, and complete those items as soon as possible.
14. Sign up for mandatory **New Student Orientation**, held before the start of classes. This all-day event will introduce you to the University, provide useful information, and enable you to meet other members of the freshman class. To register, call (818) 677-4100 or go to [www.csun.edu/nso](http://www.csun.edu/nso).

**Fall 2015** weekday and Friday-Saturday classes begin the week of Monday, August 24, 2015; Saturday-only classes begin August 22.