A message from the Vice President for Student Affairs

Dear Faculty Colleagues:

WELCOME to California State University, Northridge. You are joining a dynamic university that cares deeply about the success of our students. You are at the very core of student success. Students are likely to spend more time with faculty than with any other university personnel. This puts you in a position of great influence and great responsibility.

The Division of Student Affairs is here to help you help our students reach their educational goals, participate in enriching activities, and cope with the personal changes and life challenges that they will face along the way. The purpose of this guide is to serve as an orientation and reference to resources available to you as you teach, advise, and support our students. Additionally, the guide provides information on resources that you can access for your own benefit.

I hope you will call upon the Student Affairs departments and offices without hesitation.

Best Wishes,

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Part I: Faculty Services to Enhance Student Success

This section is an orientation to services provided by student affairs services professionals you may need as you work directly with students.

1. Advice on Student Adjustment Issues
   a. Mental health issues
      Contact: University Counseling Services
      (818) 677-2366
   b. Career development related issues
      http://www.csun.edu/career/
      Contact: Career Center
      (818) 677-2878

2. Advice on Student Living in Campus Residence Halls
   Contact: Student Housing and Conference Services
   Melissa Giles
   (818) 677-2160

3. Working with Students who are Disabled
   a. Faculty Guide to Accommodating Students with Disabilities.
      Publication available at:
   b. Call for consultation on providing reasonable accommodations.
      Contact: Disabilities Resources and Educational Services
      http://www.csun.edu/dres/
      (818) 677-2684

4. Working with Students who are Deaf or Hard of Hearing
   a. General consultation
      Contact: National Center on Deafness
      http://ncod.csun.edu/
      (818) 677-2611
   b. Tips on teaching a student who is deaf or hard of hearing
      PepNet website:
      http://www.pepnet.org/
   c. Tips on teaching a student who is deaf and hard of hearing:
      http://prc.csun.edu
   d. Closed captioning of videos used in class
      Contact: scott.selna@csun.edu
5. Guest Lectures

a. Financial aid, budgeting, and managing debt, credit cards, and student loans
   Contact: Financial Aid
   For students: (818) 677-4085
   Administrative line for faculty use only (818) 677-2085 (Ask for Armenka)

b. Study abroad opportunities and/or International Students discussing their country and experiences
   Contact: International Programs
   http://www.csun.edu/international/
   (818) 677-3053

c. Health education presentations
   Contact: Klotz Student Health Center
   http://www.csun.edu/shc/presentations-and-outreach
   (818) 677-6328

d. Perceptions of students with disabilities and related topics
   Contact: Disability Resources and Educational Services
   (818) 677-2684

e. Ethics and academic integrity
   Contact: Office of the Vice President for Student Affairs
   Vice President and Dean of Students
   (818) 677-2391

f. Mental health subjects such as: depression, suicide, date rape and sexual assault, eating disorders, gender differences, stress management, academic self esteem, etc.
   http://www.csun.edu/counseling/peer-education
   Contact: University Counseling Services
   (818) 677-2366

g. Career development and employment
   Contact: Career Center
   http://www.csun.edu/career/
   (818) 677-2878

6. Curricular Activity

a. Accessing volunteer project opportunities
   Contact: Matador Involvement Center
   http://www.csun.edu/getinvolved
   (818) 677-5111

b. Planning and coordinating Dig L.A. class field trips and activities
   Contact: Student Development and Int’l Programs
   http://www.csun.edu/osid/dig-la
   (818) 677-2393

c. Funding for instructionally related activities
Contact: Associated Students  
(818) 677-2477  
d. Computer Training Lab with 20 computers  
Contact: University Student Union Meeting Services  
(818) 677-3644  
e. Health Center Tour  
Contact: Klotz Student Health Center  
(818) 677-6328  
f. Internships  
Contact: Career Center, Janice Potzmann  
http://www.csun.edu/career/internships-guidelines  
(818) 677-2320  
g. Career Library and Resources  
Contact: Career Center  
(818) 677-2878  
University Hall, 105  

Part II: Referring Students for Assistance  

Students may approach you with concerns. This section provides suggestions on how to refer and services to refer to.  

Tips on providing referrals:

- Listen to the student’s concerns  
- Come from the point of view that you are concerned  
- Ask if they have sought assistance  
- If they have not sought assistance, suggest that they consider seeking assistance from the locations that you recommend  
- If they have sought assistance, the student might be able to use referrals to another office  
- Avoid blaming  

For students who need help with…  

1. Health  
   a. Primary Care Clinicians and Specialists, including:  
   - Chiropractor  
   - Dermatologist
• Massage Therapy Specialist
• Men’s Health Clinic Immunization and Travel Services
• Orthopedist Optometry Clinic
• Podiatrist Physical Therapist
• Urologist Sports Medicine Specialist
• Dental Clinic Women’s Health/Gynecologist
• Ear, Nose & Throat Sports Medicine Specialist

b. General Services:
• Birth Control Counseling Smoking cessation
• HIV testing Laboratory and X-ray
• Nutrition Counseling Pharmacy

• Substance abuse counseling

c. Contact:

a. Klotz Student Health Center
   http://www.csun.edu/shc/
   For medical appointments: (818) 677-3666
   For counseling appointments: (818) 677-3685

b. Drug Free Campus Information:

2. Coping

a. Coping, personal decision making, and crisis management
   Contact: University Counseling Services
   http://www.csun.edu/counseling/services/
   (818) 677-2366

b. Transition issues, homesickness, roommate issues
   Contact: Student Housing and Conference Services
   (818) 677-6116

c. Pride Center (LGBTQ)
   http://pride.csun.edu/
   (818) 677-4355

d. Veteran’s Resource Center
   http://vrc.csun.edu/
   (818) 677-4672
3. Finances
   a. Loans, scholarships, grants, employment, debt management, and credit card problems
      i. Contact: Financial Aid
         (818) 677-2085
         http://www.csun.edu/financialaid
      ii. Managing My Finances: expenses, debt management, credit card problems, etc.
         http://www.csun.edu/financialaid/money-management
   b. Funding for student research, scholarly projects, and conference attendance (ARRA and IRA)
      i. Contact: Associated Students
         (818) 677-2477

4. Choosing a Major / Career Development
   • Direction and decision making
   • Clarifying life and career goals
   • Connecting life and career plans
   • Acquiring employability skills
   • Career inventories and assessments
   • Options and decisions about graduate school
   a. Contact: Career Center
      (818) 677-2878

5. Employment
   a. Job/internship listings, job fairs, recruiting events
      Contact: Career Center
      (818) 677-2878
      Contact: University Student Union
      http://usu.csun.edu/jobs/index.php
      (818) 677-6027
Part III: Services for You

The services listed in this section might be beneficial to you personally. (note: Some may be fee based)

1. Health
   a. Free weights, machines, boxing, classes, and pool
      Contact: Student Recreation Center
      http://www.csun.edu/src
      (818) 677-5434
   b. Medical Services
      • Urgent Care first aid services
      • Personal services requiring an appointment:
         - Chiropractic Services
         - Dental Services
         - Immunizations
         - Massage Therapy
         - Nutrition Counseling
         - Optometry Services
   c. Contact: Klotz Student Health Center
      http://www.csun.edu/shc/
      (818) 677-3666

2. Family
   a. Children’s summer camp grade K-7 with pool, indoor/outdoor play, food service, and field trips
      Contact: University Student Union Sunny Days Camp
      (818) 677-2194
   b. Career services for you and your family
      Contact: Career Center
      http://www.csun.edu/career/
      (818) 677-2878
   c. Live theatrical entertainment
      Valley Performing Arts Center
      http://www.valleyperformingartscenter.org/
      (818) 677-3000
   d. Discounted tickets available for both on and off campus events, attractions, and transportation
      Contact: A.S. Ticket Office
3. Hosting / Attending Conferences and Meetings
   a. Two facilities can accommodate meetings and large conferences
      Contact: University Student Union Meeting Services
      http://www.csun.edu/usu/reservations
      (818) 677-3644
   b. Summer conference spaces and housing
      Contact: Student Housing Conference and Hospitality Services
      http://housing.csun.edu/guests.php
      (818) 677-6106
   c. Attend the *Technology and Persons with Disabilities Conference* for free
      Contact: Center on Disabilities
      http://www.csun.edu/cod/conference/index.php
      (818) 677-2684

4. University Student Union Amenities
   a. Associated Students Ticket Office
      http://www.csun.edu/as/ticket-office
      (818) 677-2488
   b. ATMs
      http://usu.csun.edu/services/
   c. Freudian Sip Coffee Shop
      http://www.csun.edu/tuc/
   d. Mercantile Exchange
      http://www.csun.edu/usu/food
      (818) 677-3612
   e. Pub Sports Grill: Burritos, pizza, burgers, and salads
      University Student Union (818) 677-3616
      http://www.csun.edu/usu/food
   f. Student Recreation Center
      http://www.csun.edu/src
      (818) 677-5434
   g. Subway
      http://www.csun.edu/usu/food
      (818) 677-4584
   h. Wells Fargo Bank
      http://usu.csun.edu/services/index.php#wf
      (818) 407-3850
5. In the Satellite Student Union:
   a. Geronimo’s
      http://www.csun.edu/tuc/
      (818) 677-2902
   b. La Tienda Convenience Store
      http://www.csun.edu/tuc/
      (818) 677-5620

Part IV: Student Conduct and Records

1. Guidelines for Dealing with Disruptive Students
   Contact: Office of the Vice President for Student Affairs
   (818) 677-2391

2. Student Disciplinary Procedures
   Published in the Schedule of Classes
   Available on the CSUN website at:
   http://www.csun.edu/sites/default/files/discipline_procedure_flowchart.pdf

3. Reporting Academic Dishonesty
   • Faculty Policy on Academic Dishonesty:
     http://www.csun.edu/sites/default/files/update_on_faculty_policy_on_academic_dishonesty.pdf
   • Standards for Student Conduct:
     http://www.csun.edu/sites/default/files/standards_student_conduct.pdf
   • Student Misconduct Complaint Form:
     http://www.csun.edu/sites/default/files/student_misconduct.pdf
   • To access Turnitin.com, a plagiarism detection service, contact Randall Cummings, Coordinator of On-line Instruction, at (818) 677-6558

4. Academic Grievance and Grade Appeals
   Forms and Procedures are available on the Student Affairs Website at:
   http://www.csun.edu/studentaffairs/forms/appeals.htm

5. Privacy of Student Records (FERPA)
   Access and privacy regulations can be found on the Student Affairs website at:
Part V: Value Added Opportunities for Students

The research shows that students who are involved in educationally purposeful, out-of-class activities are more likely to persist and be successful. If possible, encourage your students to engage in some of the listed opportunities.

1. Study Abroad
   Contact: International & Exchange Student Center
   http://www.csun.edu/international/abroad/
   (818) 677-3053

2. Leadership Opportunities
   a. Peer educators
      Contact: University Counseling Services
      http://www.csun.edu/counseling/peer-education
      (818) 677-2366
   b. Peer educators
      Contact: Klotz Student Health Center
      http://www.csun.edu/shc/
      (818) 677-3685
   c. Residence Hall student government and paraprofessional staff
      Contact: Student Housing
      (818) 677-2160
   d. USU governing board and services
      Contact: University Student Union
      http://usu.csun.edu/boardofdirectors/index.php
      (818) 677-2491
   e. University student government and services
      Contact: Associated Students
      http://www.csun.edu/as/student-government
      (818) 677-2477
   f. Orientation Leaders
      Contact: Student Development and International Programs
      http://www.csun.edu/nso/leaders/
      (818) 677-2393

3. Service Learning/Volunteerism
   a. Research opportunities
      Contact: Career Center
      (818) 677-2878
   b. University Ambassadors
      Contact: Student Outreach and Recruitment
      (818) 677-2967
c. Health profession internships  
   Contact: Klotz Student Health Center  
   (818) 677-3685

d. Community oriented volunteer opportunities  
   Contact: Matador Involvement Center (MIC)  
   http://www.csun.edu/mic/volunteer  
   (818) 677-5111

4. Student Community

   a. Student clubs, organizations, & fraternity/sorority life  
      Contact: Matador Involvement Center (MIC)  
      http://www.csun.edu/mic/apps/clublisting/directory.php  
      (818) 677-5111