Welcome to California State University, Northridge

These three transfer student checklists will guide you through the necessary steps toward a successful first semester at CSUN. Hint: Click on the images and be taken to the correct pages to complete each item.

Enrollment in Classes & Academic Advising Checklist

Completion of Step 2, 3, & 4 are mandatory in order to be pre-enrolled in classes.

1) ACTIVATE YOUR CSUN ACCOUNT.
   • Locate the “Activate CSUN User ID and Password” letter you received from Admissions and Records. 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.
   • Use your User ID and Password to log into your CSUN-issued Gmail account. Use your CSUN email account for all official communication between you and CSUN faculty and staff. Check your CSUN email account regularly!

2) NOT ANYMORE – Interpersonal Violence Prevention Program
   • All students MUST complete the “Not Anymore” training before they can be pre-enrolled in classes. Log into your MyNorthridge Student Portal (see step 5), click on “Home” tab, then under “My Checklist,” look for the link to complete the “Not Anymore” training. This step is Mandatory!

3) Online Information Workshop / Academic Advisement
   • All Student MUST complete the Online Information Workshop in order to be pre-enrolled in classes. This step is Mandatory.

Meeting with an International Academic Advisors in-person is NOT mandatory. If students wish to meet with an International Academic Advisor or have academic questions, call 818-677-6968 or email ugs.intladvisor@csun.edu to schedule an appointment.

4) File the RESPONSE QUESTIONNAIRE within 14 days of admission. All first semester undergraduate international students will be pre-enrolled in classes. Since many generally do not arrive at CSUN until one or two weeks prior to start of the semester and classes become full quick, this practice ensures that students are enrolled classes they need and have at least 12 units to meet their visa requirements. Students do not register for classes on their own. The only way to be registered for classes is by filling out this Response Questionnaire! This Step is Mandatory.

5) FIRST DAY OF CLASS
   • Spring 2017 weekday (Monday through Friday) classes begin Monday, January 23, 2017
   • Saturday-only classes and Friday/Saturday classes begin Saturday, January 21, 2017.
   • For complete 2016-2017 Academic Calendar, including holidays, click on calendar image to the left.
1) **Review and become familiar with the [University Catalog](#) and [Road Map](#) prior to the start of the semester.**
   - The Catalog describes every major, all courses CSUN offers, and provides vital information about academic policies and university regulations.
   - The Degree Road Map helps you plan and preview your courses from your first semester to degree completion.

2) **PLACEMENT TESTS:**
   All students need to take the [English Placement Test (EPT)](#) and the [Math Selection Assessment (MSA)](#) to determine which level math and English Composition you are prepared to take in your first semester.

   **MSA:** students will be enrolled in an online preliminary assessment called ALEKS. You can practice for the MSA while you are in your home country because it ALEKS is accessible online. Then, you take the CSUN-proctored Math Selection Assessment that will indicates which math course you are eligible to take.

   **EPT:** the English Placement Test is required for all freshmen.
   - If you are living in the U.S., it is best to take the EPT by **November 19, 2016** (the deadline to sign up is November 4, 2016). You may take EPT at CSUN or a CSU campus near you.
   - If you are not in the U.S., you may take EPT in January, 2017.

   **Exemption:** Some students are exempt from the EPT or MSA based on their transfer college GE writing and math, SAT (Scholastic Aptitude Test), ACT (American College Test), or AP (Advanced Placement) scores. To learn about exemptions, test dates, register online, visit the [CSUN Testing Center](#).

   Students who do not take the EPT and MSA (or do not have an exemption from the exams) will be placed into the lowest level freshman composition and math and will have added semesters to their education plan.

3) **Engineering, Computer Science, Math, Occupational Health, or other Science majors!** The Math Selection Assessment (MSA) and/or [Chemistry Placement Test (CPT)](#) may be required for students in these major. For example, the Chemistry Placement Test (CPT) must be passed before students can enroll in Chemistry 101/101L. Find out if you need a department exam!

4) **TRANSCRIPTS:** Official international transcripts must be **postmarked or hand delivered** to the International Admissions Office Bayramian Hall, Room 160 by **November 15, 2016**.

   Official domestic transcripts may be postmarked or hand delivered to Admissions & Records, also located in Bayramian Hall, Lobby area.

5) **TRANSFER COURSES:** Use the Degree Progress Report (DPR) and Planner, to check the placement of your transfer courses into CSUN major and degree requirement sections. For a preview, see the [How to Guides on DPR and Planner](#).

   If your transcripts have not yet been evaluated, your transfer courses will not yet display in DPR/Planner. You may visit [http://www.assist.org](http://www.assist.org) to find California community college and CSUN course equivalents.
Other Important Tasks to be Completed Checklist

1) Understand the “V” and “F” holds.
   - All international transfer students will have a “V” hold on their account. First semester students go through the pre-enrollment process after completing the Response Questionnaire. The V hold prevents schedule change and remains active for the first semester and is not removed.
   - The “F” hold is by the International & Exchange Student Center (IESC) who awaits your arrival for check-in before they remove the F hold. IESC needs items (for example, Health insurance, Affidavit of Financial Support, completion of the online “Six Steps for Immigration” workshop, any visa-related documentation, etc.) from you before you can be checked in.

2) NEW STUDENT ORIENTATION FOR INTERNATIONAL TRANSFER STUDENTS:
   Register to attend New 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 to register.

3) TUITION AND FEES: Pay your tuition and other fees on time. For your first semester, tuition payment may be paid when you are enrolled in classes, but no later than the deadlines published in the Fee Payment Schedule. First semester international tuition is due by January 27, 2017. 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.

4) CSU IMMUNIZATION REQUIREMENTS 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.

5) UDWPE
   - UPPER DIVISION WRITING PROFICIENCY EXAM (UDWPE): If you are transferring to CSUN with at least 60 units, then 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.

   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 www.csun.edu/udwpe.

WITHDRAWAL NOTICE: It is the sole responsibility of the student to notify International Admissions and the International Advisor of your intent to withdraw from classes as soon as possible or within the first THREE WEEKS of the semester. 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 CSUN.