Guide to
Student Affairs
For
New and Continuing
Faculty
2017-2018

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,

William Watkins
Vice President for Student Affairs
and Dean of Students
(818) 677-2391
william.watkins@csun.edu
Table of Contents

Part I: Faculty Services to Enhance Student Success
   1. Advice on Student Adjustment Issues
   2. Advice on Student Living in Campus Residence Halls
   3. Working with Students who are Disabled
   4. Working with Students who are Deaf or Hard of Hearing
   5. Guest Lectures
   6. Curricular Activity

Part II: Referring Students for Assistance
   1. Health
   2. Coping
   3. Finances
   4. Choosing a Major/Career Development
   5. Employment

Part III: Services for You
   1. Health
   2. Mental Health
   3. Family
   4. Hosting/Attending Conferences and Meetings
   5. CSU International Opportunities
   6. University Student Union Amenities

Part IV: Student Conduct and Records

Part V: Value Added Opportunities for Students
   1. Study Abroad
   2. Leadership Opportunities
   3. Service Learning/Volunteerism
   4. Student Community
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 have Disabilities
   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 Linda Brignoni)

   b. Study abroad opportunities and/or International Students discussing their country and experiences  
      Contact: International Exchange Student Center  
      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/~sdip/digla/
   (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**
   
   Primary Care Clinicians and Specialists, including:
   
   - Chiropractor
   - Dental Clinic
   - Dermatologist
   - Ear, Nose & Throat Specialist
   - Immunization and Travel Services
   - Massage Therapy
   - Men's Health Clinic
   - Optometry Clinic
   - Orthopedist
   - Physical Therapist
   - Podiatrist
   - Sports Medicine Specialist
   - Urologist
   - Women's Health/Gynecologist

   General Services:
   
   - Birth control counseling
   - HIV testing
   - Laboratory and X-ray
   - Nutrition counseling
   - Pharmacy
   - Smoking cessation
   - Substance abuse counseling

Contact: Klotz Student Health Center
http://www.csun.edu/shc/
For medical appointments: (818) 677-3666
For counseling appointments: (818) 677-3685
Drug Free Campus Information:  

2. Coping
   a. Coping, personal decision making, and crisis management  
      Contact: University Counseling Services  
      [http://www.csun.edu/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
   
   d. Pride Center (LGBTQ)  
      [http://pride.csun.edu/](http://pride.csun.edu/)  
      (818) 677-4355
   
   d. Veteran’s Resource Center  
      [http://vrc.csun.edu/](http://vrc.csun.edu/)  
      (818) 677-4672

3. Finances
   a. Loans, scholarships, grants, employment, debt management, and credit card problems  
      Contact: Financial Aid  
      (818) 677-2085  
      [http://www.csun.edu/financialaid](http://www.csun.edu/financialaid)  
      Managing My Finances: expenses, debt management, credit card problems, etc.  
      [http://www.csun.edu/financialaid/money-management](http://www.csun.edu/financialaid/money-management)
   
   b. Funding for student research, scholarly projects, and conference attendance (ARRA and IRA)  
      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
5. Employment
   a. Job/internship listings, job fairs, recruiting events
      Contact: Career Center
      (818) 677-2878
      Contact: University Student Union
      https://chj.tbe.taleo.net/chj05/ats/careers/jobSearch.jsp?org=UNISTUDENTUNION&cws=1&org=UNISTUDENTUNION
      (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
      Contact: Klotz Student Health Center
      http://www.csun.edu/shc/
      (818) 677-3666

1. 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
   http://www.csun.edu/as/ticket-office
   (818) 677-2488

2. 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://www.csun.edu/housing/conference-services
      (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

3. 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. USU Dining Options:
   http://www.csun.edu/usu/food
   - Freudian Sip Coffee Shop
   - Mercantile Exchange
   - Subway
     (818) 677-4584
   - Pub Sports Grill: Burritos, pizza, burgers, and salads
     University Student Union
     (818) 677-3616

f. Student Recreation Center
   http://www.csun.edu/src
   (818) 677-5434

h. Wells Fargo Bank
   http://www.csun.edu/usu/services
   (818) 407-3850

In the Satellite Student Union:

a. Geronimo’s
   http://www.csun.edu/csundining/geronimos
   (818) 677-2902

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