Student Guide to Academic Advisement

This guide is designed to ease your transition to California State University, Northridge (CSUN) and to outline what is expected of you during the academic advising appointments you will have throughout your undergraduate education. In addition, it provides a description of the information you can expect to receive from the advising community and lets you know what policies and procedures you should learn and implement as you advance in your studies and move toward graduation.

Please keep this document and refer to it before each advising appointment. Additional information on academic advising can be found in the CSUN Catalog and your myNorthridge portal.
What is Academic Advising at CSUN?

The mission of academic advising is to assist students in forming intentional partnerships that connect their needs, values, abilities and goals to CSUN’s educational program. Academic advising is an on-going relationship and a collaborative process that will help you identify and reach your academic objectives through investigation and use of a wide variety of campus personnel and resources.

Academic advising is the shared responsibility of faculty, staff and students. It incorporates the continuum of teaching and learning moments that both stimulate and support students in their quest for an enriched quality of life. These interactions assist students in realizing their academic and professional goals and facilitate timely graduation.

What Are the Objectives of Academic Advising at CSUN?

You will explore and learn many new things as a CSUN student. Your academic advising experiences will help you to:

- Understand campus policies and processes and be able to transact necessary University business.
- Be aware of the University’s academic expectations and be prepared to accept the responsibilities of campus membership.
- Become familiar with the skills, abilities and resources that enhance academic success.
- Take an active role in researching, understanding, committing to and completing a major.
- Understand how your choice of major and career path are informed by your individual strengths and challenges.
- Understand the requirements for timely graduation.

CSUN’s Commitment to a Responsive and Quality Academic Advising Experience

The academic advising community at California State University, Northridge is committed to providing a high quality and responsive experience throughout your enrollment. A dynamic academic advising experience requires feedback from you. You may be contacted periodically to participate in surveys and focus groups to ensure that CSUN is responding to your needs and that you are meeting the objectives that are outlined in this Student Guide. Your prompt responses to these requests will ensure that you and your fellow students receive the highest quality support possible from CSUN.
Advisee Responsibilities: What Are You Expected to Do?

CSUN’s academic advising is a partnership and your involvement is critical to your success. You have clear responsibilities in the advising experience and you are expected to:

- Schedule regular appointments or make regular contact with your advisor each semester.
- Arrive prepared at each appointment. Bring questions and materials for discussion.
- Be an active learner by participating fully in the advising experience.
- Discuss issues and specific concerns with your advisor.
- Keep a personal record of your progress toward meeting your goals.
- Organize official documents including transcripts and Degree Progress Report (DPR) and Planners in a way that enables you to access them when needed.
- Gather all relevant decision-making information.

- Clarify personal values and goals and provide your advisor with accurate information regarding your interests and abilities.
- Become knowledgeable about CSUN programs, policies and procedures.
- Ask your advisor for referrals and use campus resources to support your academic goals.
- Know and be responsible for adhering to rules/instructions listed on forms (e.g. requests for schedule or grade changes, incompletes and withdrawals).
- Accept responsibility.
- Respond quickly when an academic advisor contacts you.
- Ask for immediate clarification if you don’t understand a recommendation, policy or procedure.
- Follow through on recommendations from your advisor.

Advisor Responsibilities: What Should You Expect?

During your undergraduate experience you will establish relationships with multiple academic advisors including staff, faculty and peers. You can expect your academic advisors to:

- Understand and effectively communicate curriculum expectations, graduation requirements, University policies and current procedures.
- Encourage and guide you as you define and develop realistic goals.
- Support your efforts to gain the skills you need to develop an attainable educational plan.
- Provide you with information and strategies for utilizing campus resources and services.
- Assist you in understanding the purposes and goals of higher education and its effects on your life and personal goals.
- Monitor and accurately document your progress toward meeting your goals.
- Be accessible to meet or correspond with you by telephone or email during scheduled hours.
- Assist you in developing decision-making skills, assuming greater responsibility for your educational plans and celebrating your achievements.
- Maintain confidentiality.
- Help you to develop a relationship with faculty members in your major.
Staying on the Pathway to Graduation

What Should You Know and When Should You Know It?
In addition to mastering their studies, successful candidates for graduation must also gain an understanding of campus polices, processes, resources and requirements. These general guidelines are intended for both freshmen and transfer students. Transfer students will face parallel challenges to new freshmen. While some of these bullets will apply only to freshmen, successful transition by transfer students will facilitate graduation, too. It is to everyone’s advantage to master this information. The following recommendations should keep all students on the right track.

By the end of your first semester you should:
- Know how to access, navigate and utilize the myNorthridge portal so you can enroll in classes independently.
- Understand the advisement process and where to go for advisement. Know that second semester freshmen have advisement “holds” and must see advisors before they can register.
- Understand University business practices and where to go to conduct necessary business.
- Know your way around campus.
- Know how to access the University Catalog online.
- Understand Executive Order 665 and the consequences of not completing developmental coursework within one academic year.
- Start thinking about majors; explore various department materials, catalog information and Degree Road Maps.
- Understand the multiple components of degree requirements (i.e. GE, major, residency).

By the end of your first year you should:
- Know how to view and print your Degree Progress Report (DPR) and Planner.
- Know how to locate information about your registration holds on the myNorthridge portal and know how to resolve them.
- Read and understand the Student Conduct Code in the University Catalog and its principles.
- Understand how your grade point average (GPA) is related to probation, disqualification, academic honors and graduation.
- Understand the correlation between your skill set (i.e. reading, writing, critical thinking, math, time management) and academic performance.
- Recognize your role and responsibility in achieving academic success.
- Know how to declare or change a major and or minor and know how to use campus resources (i.e. Career Center) that will help you choose a major based on skills and interests.
- Know the General Education (GE) requirements/modifications for your chosen major.
- Understand and plan your timeline for meeting the prerequisite(s) for your required courses.

Before completion of your lower division requirements (60 units) you should:
- Know which forms you will be need to carry out required University transactions and learn how to locate them.
- View yourself as part of a community of learners who respects the views of others.
- Be able to employ effective time management and study skills.
- Declare a major and an option in that major if necessary.
- Understand and learn how to use the Degree Road Maps for your major. Use your DPR and Planner to plan which courses you will take and when you will take them in order to create the best scenario for timely graduation.

When you become an upper division student, you should:
- Know how to view and interpret your DPR and Planner to be sure that all graduation requirements are noted and planned for.
- Attend advisement in your academic department.
- Effectively utilize all campus resources and opportunities.
- Know how to check the online University Catalog supplements for policy changes.
- Integrate your curriculum and co-curricular opportunities (i.e. clubs, organizations, volunteering, internships) to expand your horizons and your resume.
- Demonstrate responsibility for your role in achieving academic success.
- Explore opportunities for post-baccalaureate education or employment.
- Take the Upper Division Writing Proficiency Exam no later than the semester in which 75 units are earned. A passing score is required for graduation.
- Apply for graduation by the posted deadline.
- Continue to use your DPR and Planner to plan for timely completion of required courses and units.

By the time you’re ready to graduate you should:
- Watch deadlines and complete all remaining requirements.
- Internalize the principles of the Student Conduct Code and understand their relevance to your professional and personal life.
- Appreciate the importance of participating in activities or experiences that link your major and career.

Throughout your CSUN experience you should:
- Accept responsibility for understanding, learning and following pertinent rules and regulations and adhering to eligibility restrictions and deadlines.
Contacting Academic Advisors

CSUN provides a wealth of academic advising services and resources for students including referrals to faculty and staff advisors in your major.

Contact information for academic departments can be located at: http://www.csun.edu/academic.

Transfer and graduate students should seek advisement in their major.

Freshmen should seek advisement at the following offices:

### Advising Resource Center/EOP
**Majors:** Exploratory  
http://www.csun.edu/csun-eop/arceop  
(818) 677-2108

### Mike Curb College of Arts, Media, and Communication
Student Services Center/EOP  
**Majors:** Art, Cinema and Television Arts, Communication Studies, Journalism, Music, Theatre  
http://www.csun.edu/mike-curb-arts-media-communication/academic-advisement  
(818) 677-2024

### David Nazarian College of Business and Economics
Student Services Center/EOP  
**Majors:** Accountancy, Economics, Finance, Information Systems, Management, Marketing, and Business Administration with options in either Business Law, Global Supply Chain Management, Real Estate, or Systems Operations Management  
http://www.csun.edu/nazariancollegeadvisement  
(818) 677-3537

### Michael D. Eisner College of Education
**Majors:** Deaf Studies  
http://www.csun.edu/eisner-education/deaf-studies/academic-advisement  
(818) 677-7011 (voice)  
(818) 435-7376 (videophone)

### College of Health and Human Development
Student Services Center/EOP  
**Majors:** Athletic Training, Child and Adolescent Development, Communication Disorders & Sciences, Environmental and Occupational Health, Family and Consumer Sciences, Health Administration, Kinesiology, Nursing (RN to B.S.), Public Health, Radiologic Sciences, Tourism, Hospitality, and Recreation Management  
http://www.csun.edu/health-human-development/student-services-center  
(818) 677-2883

### College of Humanities
Student Services Center/EOP  
**Majors:** Asian American Studies, Central American Studies, Chicano and Chicana Studies, English, French, Gender and Women's Studies, Liberal Studies, Languages and Cultures, Linguistics, Modern Jewish Studies, Philosophy, Religious Studies, Spanish  
http://www.csun.edu/humanities/student-services-center-educational-opportunity-program  
(818) 677-4767

### College of Science and Mathematics
Student Services Center/EOP  
**Majors:** Biochemistry, Biology, Chemistry, Geology, Mathematics, Physics  
http://www.csun.edu/science-mathematics/student-services-center-eop  
(818) 677-4558

### College of Social and Behavioral Sciences
Student Services Center/EOP  
**Majors:** Africana Studies, Anthropology, Geography, History, Political Science, Psychology, Sociology, Urban Studies and Planning  
http://www.csun.edu/social-behavioral-sciences/student-services-center  
(818) 677-2658