



Student Guide to Academic Advisement

CSUN

**CALIFORNIA
STATE UNIVERSITY
NORTHRIDGE**

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 CSUN's [Degree Planning Tools](#) 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, video 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 relationships 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 policies, 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 the [Basic Skills Policy](#) and maintain continuous enrollment in required courses.
- ☐ Start thinking about your major; explore department materials, catalog information and [Degree Road Maps](#).
- ☐ Understand the multiple components of degree requirements (i.e. GE, major, residency, GPA).

By the end of your first year you should:

- ☐ Know how to view CSUN's [Degree Planning Tools](#).
- ☐ 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 graduation, honors, academic notice (formerly academic probation) and disqualification.
- ☐ 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 CSUN's [Degree Planning Tools](#) to determine 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 CSUN's [Degree Planning Tools](#) to be sure that all graduation requirements are noted and planned for.
- ☐ Attend advisement to review your graduation plan.
- ☐ Effectively utilize all campus resources and opportunities.
- ☐ Know how to check the online [University Catalog](#) 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.
- ☐ Satisfy the [Graduation Writing Assessment Requirement](#) (GWAR) no later than the semester in which 90 units are earned.
- ☐ Apply for graduation by the posted deadline.
- ☐ Continue to use CSUN's [Degree Planning Tools](#) 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 advising services and resources for students including referrals to faculty and staff advisors. Check out these options to determine who will be assisting you:

New Students

- ❑ Most first-year freshmen receive advising, support and enrollment assistance from the [Matador Advising Hub](#). Be sure to regularly check your CSUN Gmail for important messages from the Hub, including a link to sign up for a freshman registration workshop.
- ❑ Incoming [EOP](#) freshmen and transfer students are served by the [Student Services Center/EOP Satellite](#) housed in their respective academic college. Exploratory EOP students are served by the [EOP Exploratory Advisement Coordinator](#).
- ❑ Students participating in the [Liberal Studies Integrated Teacher Education Program \(ITEP\)-Freshmen Option](#) are served by the [Department of Interdisciplinary Studies and Liberal Studies](#) located in EA 100. Students majoring in all other options of Liberal Studies are served by the [Matador Advising Hub](#) throughout their first year at CSUN.
- ❑ New international freshmen and transfer students are served by [The Hub-International Academic Advisement Center](#).
- ❑ Advising of domestic transfer students varies by academic college and major. You will receive communications providing guidance, but you can also go to “[I’m a New Transfer](#)” to request an advising appointment. If you have any questions, don’t hesitate to contact the [Student Services Center/EOP Satellite](#) for your college or your [academic program](#) for information and support.

Continuing Students

Advising of continuing second-year and upper division students varies by academic college and major. Advising is offered by the [Student Services Center/EOP Satellite](#) or a faculty or staff advisor in your [academic program](#). If you are not certain where to go for advising and support, you can always contact the [Office of Undergraduate Studies](#) or the [Student Services Center/EOP Satellite](#) for your academic college and ask.

EOP students are served by the [Student Services Center/EOP Satellite](#) for their academic college, but should also consult regularly with a faculty or staff advisor in their [academic program](#). Some continuing students may be required to meet with both an EOP advisor and an advisor in their academic program.

Continuing international students are advised by academic college-based faculty or staff advisors. Your [international academic advisor](#) will provide a referral and help you transition to a college-based advisor. Contact information for academic departments is located at [Academic Programs](#). You can also find advisor contact information on the [Office of Undergraduate Studies](#) website.

Empower Yourself

Be an active participant in your academic journey at CSUN by using our [Degree Planning Tools](#) in advance of your academic advising sessions and check out our [Student Success](#) resources. Remember that CSUN offers [How To Guides](#) for nearly everything in the myNorthridge portal and the SOLAR Student Center.

