

## Online Transfer Advisement

This guideline describes how to make an online transfer advisement appointment. You will need to have an academic advisement appointment with me before you can enroll in any classes in the first semester. Currently, online advisement is available only for students who are transferring to CSUN from out of town.

Please complete ALL of the following steps to schedule an online transfer advisement. Currently all online advisements are conducted using Google Chat/hangout. Apple Face-time will be available in the future. Advisement cannot be conducted by phone only.

### Gmail Account

1. Please create a Gmail account if you don't already have one and join Google+ (this is the designated Gmail address.)
2. Using the designated Gmail address Test out your Google chat/hangout functions, on the computer you will be using for the advisement session.
  - a. Make sure that the camera/mike/speaker all work OK. Advisement sessions cannot be conducted unless all these peripherals are functioning.
  - b. You will need to do this in collaboration with someone else. Regrettably I cannot help you in testing the equipment.
3. I will be using a Window 7 machine. If you're planning on using an iMac or iPad, the video will work fine, but sometimes the mikes do not work with Google chat. Therefore, please be ready to use a phone.

### Making an Appointment and Follow-up

4. Please call the Computer Science Department at 818-677-3398 and ask to schedule an **Online Transfer Advisement Appointment**. This is the only way to make advisement appointments.
  - a. Please call at least 1 working day (24 hours) before you want an appointment.
  - b. Give your full name, CSUN student-ID, the designated Gmail address, your phone number, to the person on the phone. Confirm that you are making an online appointment, not an office appointment.
  - c. Each appointment lasts for 30 minutes.
5. Immediately after you have a confirmed appointment, please send an email to [professorshan@gmail.com](mailto:professorshan@gmail.com) as described below:
  - a. You must send this email from the designated Gmail address.
  - b. The email must have the subject line "Transfer Advisement Confirmation"
  - c. In the body of the email provide the following information:
    - i. The date and time of your appointment
    - ii. Your full name as registered at CSUN
    - iii. Your phone number

- iv. Your 9 digit CSUN student id. If you have been admitted to CSUN, then you will have a student id. If not, state the purpose of the advisement.
  - v. The designated Gmail address (backup info)
  - d. **Please do not send any other email to [professorshan@csun.edu](mailto:professorshan@csun.edu). This email account is not monitored, you will not get a response.**
6. I will send an invitation to add your designated Gmail account to the friend circle of [professorshan@gmail.com](mailto:professorshan@gmail.com) Please accept the invitation and respond accordingly. The designated Gmail account will be removed from the circle shortly after the scheduled advisement session.

### Preparation

7. Please have **all** of the following items ready, well before the advisement session; do not plan on looking at these items online during the advisement session; you must have printed copies. The advisement cannot be conducted, unless you have the these items ready at the start.
- a. If already admitted, printed Degree Progress Report (available from CSUN portal)
  - b. Printed Major diagram
    - i. If Comp Sci <http://www.csun.edu/compsci/docs/csmajor1214.pdf>
    - ii. if CIT major <http://www.csun.edu/compsci/docs/citmajor1214.pdf>
  - c. Printed GE info <https://sites.google.com/site/groupadvisement/ge-checklist>

### Initiating the Online Advisement Session

8. I will initiate the Google chat/hangout invitation at the appointed time. Please do not initiate the Google chat/hangout session yourself; this may interrupt the advisement session already in-progress.

### Tardiness, Canceling, No-shows, Lack of Preparation

9. Once you make an appointment, I reserve the 30 minutes exclusively for you. If you need to cancel please do so as far in advance as possible. I often have back-to-back appointments and other commitments, therefore late starts cannot run-over. Also, invitations might be canceled if not accepted within 5 minutes
10. No-shows waste my time as well as deprive other students from scheduling advisement sessions. Except in cases of genuine emergencies, I record and report all no-shows to the department. No-show students get the lowest priority in scheduling any future appointments with me.
11. Cancellation of an online advisement session due to lack of adequate preparation will count as a no-show.

### Transfer Advisement is Academic Advisement

12. I am a professor of Computer Science and I can advise you on the academic issues including classes that will transfer to CSUN and classes you should take at CSUN during the first semester you get here.

13. If you need information on financial aid, housing etc. please see the links listed in [http://www.csun.edu/~shan/transfer\\_advisement.htm](http://www.csun.edu/~shan/transfer_advisement.htm)

#### **Academic Advisement in 2<sup>nd</sup> Semester and Beyond**

14. You will be assigned a different faculty for advisement during your 2<sup>nd</sup> semester onward and you should see that faculty for advisement, not the transfer advisor. To find your advisor's name see <http://www.csun.edu/compsci/docs/advisement.pdf> However, if you have any transfer related issues, then please make an appointment for an office advisement with me or, the current transfer advisement faculty.
15. I advise only undergraduate students in Computer Science or CIT majors, not Computer Engineering majors (call the ECE department).
16. If you are a 2<sup>nd</sup> BS student or a graduate student then please ask the Comp Sci department for the appropriate 2<sup>nd</sup> BS or graduate advisor.

**For Transfer Advisement Appointment call 818-677-3398**

Useful Transfer Advisement information at  
[http://www.csun.edu/~shan/transfer\\_advisement.htm](http://www.csun.edu/~shan/transfer_advisement.htm)

This document can be found at  
<http://www.csun.edu/~shan/Online-Transfer-Advisement-Instructions.pdf>

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