

## Computer Science Upper Division Transfer Advisement

**Transfer advisor: Dr. Shan Barkataki, Professor Computer Science**

### Introduction

Welcome to the Computer Science Department at CSUN. To help you get started, please schedule an advisement session with the department transfer advisor; do this well before the registration begins; appointments are difficult to get near the start of the semester. Due to the complexity of the issues involved and to protect student privacy, per California and Federal family privacy laws, transfer advisement can be conducted only in person. This guideline applies for undergraduate transfer students in both the CS and CIT programs.

### Preparation for Transfer Advisement Meeting

With your help, the transfer advisement can be completed in just one meeting. To achieve this please complete the following steps before you schedule your advisement meeting.

1. Read the [CSUN catalog](http://catalog.csun.edu/) descriptions related to your major <http://catalog.csun.edu/>
2. Read the catalog descriptions of the [CS](#) or [CIT](#) classes for which you are requesting transfer credit; are they equivalent?
3. Send transcripts for all classes you wish to transfer to A&R and make sure that all these classes appear in your DPR <http://www.csun.edu/anr/degreeprogress/dpr.html> You may not understand everything in the DPR; that is OK.
  - 3.1. You **do not** need to gather any information for classes transferred from California Community colleges, other CSUs, or UCs that are also listed in [www.assist.org](http://www.assist.org) For transferring other classes, see 3.2 below.
  - 3.2. In the DPR, classes transferred from other institutes appear under the heading "ADDITIONAL COURSES WHICH COUNT ..... AND GPA". If you wish to request transfer credit for any of these classes, then bring printed copies of the class descriptions in English, (from catalog, syllabus, etc.) giving information such as: topics, hours or unit credits, associated labs, if any. The transcript alone is insufficient.

### Scheduling, Attending, Parking, and No-Shows

Once you have completed the above preparations, call the CS department at 818-677-3398 to schedule an appointment with the transfer advisor.

Advisement meetings are held in room JD4449, located on the 4<sup>th</sup> floor in the Jacaranda Hall (JD). Campus map <http://www.csun.edu/maps/> Allow plenty of time for parking and finding the office <http://www-admn.csun.edu/dps/parking/general-parking.pdf>

Once you make an appointment, I reserve the 30 minutes exclusively for you and it takes that long; late arrivals will need to be rescheduled. If you need to cancel, please

do so as far in advance as possible but with at least 24 hour notice. We track all no-shows without prior cancellation, and all such no-show students are assigned the lowest priority for rescheduling. Please note that we review the DPR of all, and if it is determined that a no-show student should seek advisement then a new registration hold may be placed.

### **Prerequisite Classes and Permission Numbers**

You will need a permission number to enroll in ALL classes (this semester and in the future) for which the prerequisite class grade is transferred in. During the advisement meeting I'll give you a letter authorizing the CS office (JD 4503) to issue permission numbers; they are issued only after transfer student registration has started and only if seats are available. One letter will serve for all classes, therefore you will be able to use this letter in the future, therefore, keep this letter safely.

### **Advisement Outcomes**

The expectation is that all transfer related issues will be resolved in a single advisement meeting and you'll have a list of classes to take in the coming semester. Students transferring classes from private or non-local colleges may need to schedule more than one meeting. The CS department enforces all class prerequisites; therefore don't plan on enrolling in classes without taking the prerequisites first.

### **Useful Documents**

CS core class diagram	<a href="http://www.csun.edu/compsci/docs/csmajor1214.pdf">http://www.csun.edu/compsci/docs/csmajor1214.pdf</a>
CIT core class diagram	<a href="http://www.csun.edu/compsci/docs/citmajor1214.pdf">http://www.csun.edu/compsci/docs/citmajor1214.pdf</a>
International Students	<a href="http://www.csun.edu/international/home.htm">http://www.csun.edu/international/home.htm</a>
General education	<a href="https://sites.google.com/site/groupadvisement/ge-checklist">https://sites.google.com/site/groupadvisement/ge-checklist</a>
College EOP	<a href="http://www.csun.edu/~cecssc/advisement.html">http://www.csun.edu/~cecssc/advisement.html</a>
Other guidelines	<a href="http://www.csun.edu/anr/soc/guides/index.html">http://www.csun.edu/anr/soc/guides/index.html</a>
Financial aid	<a href="http://www.csun.edu/financialaid/">http://www.csun.edu/financialaid/</a>

### **Upper Division Writing Proficiency Exam (UDWPE)**

Take the UDWPE during your first semester at CSUN. <http://www.csun.edu/~udwpe1/>

### **Continuing Academic Advisement in Future Semesters**

Transfer advisement is for the first semester you enroll in classes here. You will be assigned a different professor for academic advisement in your 2<sup>nd</sup>. Semester and beyond; your academic advisor will be listed in <http://www.csun.edu/compsci/docs/advisement.pdf> However, make an appointment to see me (transfer advisor) for any transfer related issues.