Welcome to the MCCAMC Student Resource Center & EOP Satellite. On the pages below you will find the following: the First-Time Freshmen Checklist (FTF), the Pre-Advisement and Registration Information Checklist, and the First-time Freshmen Advisement Information. Please read this information carefully to be better prepared as these are important topics that will be discussed in the Advisement & Registration Session via our Center. Then review the advisement session information on the last page and call our office to set your appointment. **Be sure to bring the signed Student Acknowledgement Signature Form to your scheduled advisement and registration session.**

**First-Time Freshmen Checklist**

Mandatory advisement and priority registration for the Fall 2016 semester for First-Time Freshmen begins on Tuesday, April 12, 2016. Following these steps will make your first semester university experience a rewarding one:

- The **MCCAMC Student Resource Center/EOP** is located in Nordhoff Hall, Room 135 (818-677-2024).
- You must submit your Intent to Register electronically by no later than May 2, 2016. Log into myNorthridge from the CSUN home page with your CSUN User ID and Password. Then click the Home tab, locate the My CheckList box, and in the Status section click Intent to Register.
- You should have already taken the Entry Level Mathematics Test (ELM) and/or the English Placement Test (EPT) unless SAT/ACT/AP/EAP scores exempt you from these exams. If you are exempt from the ELM/EPT, make sure you have submitted this information to Admissions and Records. **NOTE: Your ELM/EPT scores or Exemption must be recorded in the CSUN's Admissions and Records system in order for us to register you for Fall 2016 courses during your advisement and registration session.** Please call the Testing Center at (818) 677-2369 or visit their website [http://www.csun.edu/testing/](http://www.csun.edu/testing/) for additional details. Unless exempt, you must take the EPT and ELM tests by May 7, 2016 for Fall 2016 enrollment.
- If your test scores indicate that you will be non-exempt in either Math, Writing or both – you may be required to enroll in the appropriate Early Start Program coursework in Summer 2016 (see: [http://www.csun.edu/admissions-records/early-start-program](http://www.csun.edu/admissions-records/early-start-program)).
- If you have taken and passed any Advanced Placement (AP), International Baccalaureate (IB), or CLEP exams, bring a copy of these test scores. If you have taken any courses at a community college, please bring the transcripts with you.
- Make sure you allow yourself enough time to get to your appointment on time. Directions may be found on our campus website at [http://www.csun.edu/csun-maps](http://www.csun.edu/csun-maps). If utilizing campus parking, it will cost $6.00 per day. Information is available at [http://www.csun.edu/parking](http://www.csun.edu/parking). The 2016-2017 University Catalog will be available online at the following: [http://www.csun.edu/catalog](http://www.csun.edu/catalog). This resource as well as the Fall 2016 Semester Schedule of Classes will also be available online through myNorthridge Portal or through the “Class Search” link on the CSUN home page. Note: If you are 15 minutes late, your appointment may be rescheduled.
- Due to the amount of information involved, be prepared to stay at least 1.5 to 2 hours for your advisement and registration appointment.
- You must bring a formal identification card (Driver’s License/High School), your Registration Access Mailer (RAM) - if you have received it by mail, which has your CSUN I.D., and your SOLAR User Account #, along with your pass word (you will not be able to register for your classes without this information).
- Log in to the myNorthridge Web Portal at [http://www.csun.edu](http://www.csun.edu) on a weekly basis as e-mail is the primary source of communication for the campus. You will be using the Portal for a variety of important information (including but not limited to accessing your academic records, viewing your financial aid, and checking for campus updates).
- If you are a Music Major, please bring your Music Acceptance Letter and any Music Placement test results (if taken) indicating music course requirements for Fall 2016 (if you have not yet auditioned, contact the Music Department at (818) 677-3181).
- Refer to the following website for updated information on possible New Student Orientation sessions: [www.csun.edu/nso](http://www.csun.edu/nso). Alternatively, you may call the Office of Student Development at (818) 677-2393 to request information. This is **not** to be confused with your advisement and registration session.
- **Fall 2016 weekday classes begin Monday, August 29, 2016, Fri/Sat or Sat only classes begin August 27, 2016.**
Pre-Advisement and Registration Information Checklist

Entry-Level Math test (ELM) and English Placement Test (EPT) – The CSU requires you to take the English Placement Test (EPT) and the Entry Level Mathematics Test (ELM) prior to enrollment in the CSU unless you are exempt by means of scores earned on other appropriate tests such as the CSU’s Early Assessment Program (EAP) tests in English and Mathematics, the SAT, ACT, AP, CLEP, or IB (higher level). The EPT and the ELM are not admission tests; instead, they determine eligibility to enroll in specific courses. If you are required to take the EPT and/or the ELM but fail to do so by the due date, you will not be allowed to register for any coursework at CSUN in Fall 2016.

- Exemptions for these tests are listed in the current University Catalog and are available online at http://www.csun.edu/testing/english-placement-test-ept and http://www.csun.edu/testing/entry-level-mathematics-elm.

Based on scores earned on these tests students will be placed into appropriate writing and math coursework beginning in their first semester. The following lists the sequence of coursework based on ELM/EPT score:

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
<th>Third Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EPT Score: 120 to 139</strong></td>
<td><strong>113A + 061</strong>&lt;br&gt;(113A meets 3 units Univ Electives)</td>
<td><strong>113B + 062</strong>&lt;br&gt;(113B meets GE A.1 Writing)</td>
</tr>
<tr>
<td><strong>EPT Score: 140 – 146</strong></td>
<td><strong>114A (meets 3 units Univ Electives)</strong></td>
<td><strong>114B (meets GE A.1 Writing)</strong></td>
</tr>
<tr>
<td><strong>EPT Score: 147 or above or exempt</strong></td>
<td><strong>115 (meets GE A.1 Writing)</strong></td>
<td><strong>151 (GE A.4 requirement)</strong></td>
</tr>
<tr>
<td><strong>ELM Score: 0 – 33</strong>&lt;br&gt;092 (with grade of “CR”)</td>
<td><strong>093 (with grade of “CR”)</strong></td>
<td><strong>GE A.3 Math</strong></td>
</tr>
<tr>
<td><strong>ELM Score: 34 – 49</strong>&lt;br&gt;093 (with grade of “CR”)</td>
<td><strong>GE A.3 Math</strong></td>
<td></td>
</tr>
</tbody>
</table>

CSU Executive Order 665 – Since the Fall 1998 semester, newly admitted students within the CSU have been subject to the requirements of Executive Order 665 (EO 665). This order is primarily concerned with determining competency in Math and Writing for first-time freshmen. While the policy has many components – there are three that are the most important for first-time freshmen:

- **Testing Requirement** - All non-exempt students shall be required to take the ELM and/or EPT examinations after admission and before enrollment in the CSU.

Please refer to the following for information related to the remaining test dates for Fall 2016 applicants: http://www.csun.edu/testing/english-placement-test-ept or http://www.csun.edu/testing/entry-level-mathematics-elm.

- **Enrollment Requirement** - Students MUST register in the appropriate developmental coursework as indicated by their ELM/EPT test scores beginning in their first semester and continuing without break every semester until all developmental coursework is completed.

- **Timeliness Requirement** - Students are given a maximum of two consecutive semesters to complete all required developmental coursework. Students who fail to meet this timeliness requirement will be required to stop-out and attend another institution until such time as they have completed both GE Writing and GE Math with a grade of "C" or better.

Students who are in good standing and who have been stopped-out due to EO 665 are automatically granted two consecutive semesters of academic leave.
Statement of EO 665 Remediation Policy and EPC Rule – The Basic Skills Policy states that all FTF must complete GE Basic Skills requirements by the time they reach 60 units and with a C or better grade in each course. I have been informed and understand that all developmental courses that I am required to complete based on my ELM and/or EPT scores must be successfully completed at CSUN within one calendar year or my eligibility to enroll will be in jeopardy. Also, I understand that I am required to maintain enrollment in the appropriate math and written composition courses beginning with my first semester without break, until I have completed GE Mathematics and GE Analytical Reading & Expository Writing. I will also complete both Oral Communication and Critical Thinking as soon as GE Writing and Math are met and within my first 60 units.

Advanced Placement Tests (AP) and Scores related to placement in GE Writing and Math – Students can receive credit towards their Bachelor’s degree for successful completion of Advanced Placement Examinations. A passing score of three or better on these exams can earn the student up to six units of college credit. The following are exams related to the GE Basic Skills area in Writing and Math:

<table>
<thead>
<tr>
<th>Examination</th>
<th>Score</th>
<th>Units</th>
<th>CSUN Course Equiv.</th>
<th>GE area Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP English Language &amp; Comp</td>
<td>3,4,5</td>
<td>6 units</td>
<td>ENGL 115</td>
<td>Basic Skills – A.1 (3 units) + 3 units Univ Electives</td>
</tr>
<tr>
<td>AP English Literature &amp; Comp</td>
<td>3,4,5</td>
<td>6 units</td>
<td>ENGL 255</td>
<td>Basic Skills – A.1 (3 units) + Arts&amp; Humanities (3 units)</td>
</tr>
<tr>
<td>AP Math: Calculus AB</td>
<td>3,4,5</td>
<td>3-5 units</td>
<td>MATH103(with 3) 150A(for 4.5)</td>
<td>Basic Skills A.3 (3-5 units)</td>
</tr>
<tr>
<td>AP Math: Calculus BC</td>
<td>3,4,5</td>
<td>6-10 units</td>
<td>MATH 150A, 150AB(AB+BC*)</td>
<td>Basic Skills A.3 (5 units)</td>
</tr>
<tr>
<td>AP Statistics</td>
<td>3,4,5</td>
<td>4 units</td>
<td>MATH 140</td>
<td>Basic Skills A.3 (4 units)</td>
</tr>
</tbody>
</table>

- For complete information on course credit and placement for AP Examinations – please refer to the current University Catalog. For information on IB or CLEP test equivalencies, please refer to the catalog.

Registration and Add/Drop Policies and Deadlines – As an incoming freshman, you will be able to register before continuing CSUN students – your registration time will be based on when you have completed your advisement and registration appointment in the MCCAMC Student Resource Center & EOP Satellite office. For registration after your first term, you will be sent information each semester which will indicate when your priority registration period begins. However, before you attempt to register each semester, there are a few steps you should follow to ensure that your registration will go smoothly:

- access your Portal account to determine if there any registration holds preventing you from enrolling during your priority period. There are a variety of holds you could encounter: advisement holds, health center holds, holds related to missing documents, etc.,
- the MCCAMC Advisement Grid: [http://www.csun.edu/sites/default/files/AdvisementGrid-F16.pdf](http://www.csun.edu/sites/default/files/AdvisementGrid-F16.pdf) to determine where you should receive advisement for the next term,
- review your 4-Year Graduation Plan and the upcoming Semester Schedule of Classes to begin building a possible course enrollment list for the next term,
- make sure that your tuition will be paid by the deadline (either verify any financial aid you may be receiving through the Portal or determine how you will come up with the money).

Add/Drop Policies – Students are only eligible to adjust their schedule (add classes, drop classes, or change the basis of grading) through the end of the third week of the semester. During this period, you need to use the SOLAR Web Portal to make the change. Note: if you are trying to add during weeks, you will need Permission #’s to enroll in a course. Always verify that the change has gone through by printing out and carefully reviewing your new schedule. Do not assume any change has occurred simply because you have entered information into the WebPortal. It is the student’s responsibility to verify correct enrollment.
each semester and to complete all courses they are enrolled in. Students are not automatically dropped from classes they are not attending. Failure to attend or complete a class you are enrolled in will result in a grade of “WU” which counts as “F” in the GPA.

Attempting to add or drop courses after the third week requires additional approvals and a justifiable reason to attempt the change. Be aware, in most cases you will not receive approval for attempted schedule changes after the third week.

For additional information – see the 2016-2017 University Catalog.

Grades and Other GPA Issues – For many, grades can be seen as one measure of a student’s success in a particular class. Most students expect to receive good grades, although not all students do. In a university, good grades don’t just happen – students have to earn them. Below are some steps you can take to assist you in your efforts to earn good grades:

- Read and use the syllabus of each class.
- Track your test and assignment due dates on a semester calendar.
- Track your grade in each class.
- Meet with your instructors whenever you have questions that aren’t answered in class.
- Attend classes every day.
- Study for each class regularly and often - plan on spending anywhere from 20 hours or more a week outside of class studying or preparing for your classes (at least 2-3 hours per class hour).

Some Policies related to grades and GPA:

Credit/No Credit Coursework: Courses that are taken on a CR/NC basis of grading are not calculated into the GPA – only graded courses are used. BUT you need to remember that all courses that are used to meet GE, Title 5, and any course taken within the department of the major must be enrolled in on a graded basis, i.e. cannot be taken CR/NC, unless the catalog states otherwise. A maximum of 18 units of CR/NC coursework can be taken in the degree. (See 2016-2017 University Catalog)

Undergraduate Repeat Policy: Students are allowed to repeat up to 16 units of coursework for the purpose of enhancing the grade. The better of the first two grades will be used to calculate the GPA and the lesser grade will be ‘forgiven’. However, both grades will appear on official transcripts. Students are allowed to repeat only if they have received a grade of C- or less in their first attempt and are not permitted to enroll in a repeat course until the approved repeat enrollment date for that semester. Students are not permitted to enroll in a class for a 3rd time without the written consent of the Associate Dean of the student’s major. All attempts beyond the first will be calculated into the GPA. Courses taken at other schools cannot be repeated at CSUN to enhance the grade. Courses taken at CSUN cannot be repeated at other schools to enhance the grade. (See 2016-2017 University Catalog)

Policy on Incomplete Grades: Students may request a grade of “I” or Incomplete only if they have satisfied a substantial portion of a course but due to unforeseen and fully justified reasons they were unable to complete the course by the end of the semester. The work that is incomplete normally should be of such a nature that it can be completed independently by the student for later evaluation by the instructor. An incomplete shall not be assigned when a student would be required to attend a major portion of the class when it is next offered. A final grade is assigned when the work agreed upon has been completed and evaluated. Students should not re-enroll in any course in which they have received an incomplete.

Unless an approved “Request for Extension of Time to Remove Incomplete” form has been filed with Admissions and Records, an “I” must normally be made up within one calendar year immediately following the end of the term during which it was assigned. This limitation prevails whether or not the student maintains continuous enrollment.
An incomplete will be counted as equivalent to an F (or an NC if applicable) for grade point average computation under the following conditions:

- If a student fails to complete the assigned work within one calendar year.
- If an undergraduate student re-enrolls in the course before making up the work during the calendar year.

**GPA and Graduation:** In order to graduate you will need to have certain GPA’s at 2.0 or higher. These are:

- **CSUN GPA:** all graded courses you enroll in at CSUN goes into this
- **CUM or Total GPA:** all CSUN courses plus any courses taken at another college and transferred back to CSUN goes into this
- **Major GPA:** all upper division courses used to complete the major goes into this
- **Minor GPA:** all upper division courses used to complete the minor goes into this. A student is not required to do a minor. This GPA is calculated only if the student has added into and intends to complete a minor before graduation.

**Probation and Disqualification:** If either your CSUN or your CUM GPA falls below 2.0 you are automatically placed on probation. A student on probation is allowed to enroll in no more that 13 units in any semester they are on probation.

Disqualification means dismissal from the university (no longer eligible to enroll in matriculating status).

Students on probation will be disqualified when:
- Freshman (0-29 total units earned): CSUN or Cumulative GPA falls below 1.50
- Sophomore (30-59 total units earned): CSUN or Cumulative GPA falls below 1.70
- Junior (60-89 total units earned): CSUN or Cumulative GPA falls below 1.85
- Senior (90 or more total units): CSUN or Cumulative GPA or overall falls below 1.95

Effective Spring 2009: Any student who falls below a 1.0 cumulative GPA at the conclusion of a semester will be disqualified immediately without first being placed on probation. This policy does not apply to first time freshmen who fall below 1.0 in their first semester only. All subsequent semesters, all students are subject to this policy.

- **For more information, please refer to the 2016-2017 University Catalog**

**Student Conduct Code** - Students and applicants for admission who do not abide by the policies on conduct are subject to discipline as provided by the Educational Code. This discipline could include any of the following: expulsion, suspension, administrative probation, or a lesser sanction as dictated by campus authority. Whenever it appears that there has been a Student Conduct Code violation, a complaint will be filed with the Associate Vice President for Student Affairs for investigation.

**Academic Dishonesty**

In order to preserve the integrity and quality of the educational process, students must adhere to a level of honesty that prohibits them from participating in any form of academic dishonesty, such as cheating, fabrication of information, or plagiarism. It is the responsibility of the faculty to evaluate student performance and to ‘make reasonable efforts to guarantee that work is done by the student who is to receive credit for its completion’. If a faculty member determines that a student has in some way been academically dishonest then it is up to the faculty member to determine the appropriate penalty to be imposed on the student. The faculty member may:

1) Assign a lower grade for the assignment, exam, or the entire course.
2) Request that the Office of the Vice President of Student Affairs send a letter to the student notifying them that the university is aware of the student’s infraction but will not take action.
3) Request disciplinary action against the student through the Office of the Vice President of Student Affairs. If requested, this can be a lengthy process that also requires the Department Chair and or Dean of the course to submit a formal request and written report of the offense. The incident will then be investigated and an appropriate action taken.

Cheating: Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
Fabrication: Intentional falsification or invention of any information or citation in an academic exercise.
Plagiarism: Intentionally or knowingly representing the words, ideas, or work of another as one’s own in any academic exercise.

- For additional information, please refer to the 2016-2017 University Catalog

☐ Family Educational Rights and Privacy Act (FERPA) – This federal act deals with the privacy of student records and the rights granted to students regarding their educational records. Under this act, an educational or student record is any record containing personally identifiable information that is directly related to a student and maintained by the University or its agents.

Except as permitted by the Act, the University will not disclose student educational records without the consent of the student.

What does FERPA seek to ensure?

1) that all students have access to their records,
2) that students have an opportunity to challenge the content of their records,
3) that the university will obtain consent prior to the disclosure of certain student records to third parties,
4) that students will be informed of their FERPA rights.

Policy: FERPA vests parents with certain rights concerning student records. These rights transfer to students upon reaching the age of 18 or upon enrolling at a post-secondary institution.

- Additional information related to FERPA can be found in the 2016-2017 University Catalog.

☐ 4-5 Year Graduation Plans – Students are able to access a sample Graduation Plan through the web which will enumerate the requirements needed to complete a particular major option/program. These sample plans are intended to show how the courses needed for the major, GE, Title V and other requirements can be organized into a multiple semester sequence. It is important to note that these plans offer only one of the many ways a student could organize coursework to complete their degree. These sample plans are not intended to replace advisement and should be used in conjunction with both the University Catalog and the semester Schedule of Classes.

Students in the Mike Curb College of Arts, Media, and Communication will find these plans at the following address: [http://csun.edu/catalog/plan/](http://csun.edu/catalog/plan/). Most departments within the MCCAMC offer various options/programs within the major. Students may view these options through the list under the major department name within the above listed web address.

It is recommended that you review as many of these plans as needed to determine which option you are intending to complete. The major options/programs will be discussed with you at your advisement session.
Creating a Mock Schedule - Before attending your first advisement session, you can prepare for the session by introducing yourself to some of the advisement resources that will be available to you on an ongoing basis throughout your academic career at CSUN. The following exercise seeks to introduce you to these resources and then promote your use of them in the future by showing you how to create a mock or sample schedule of coursework a first time freshman with your major might enroll in during their first semester. The mock schedule that you will create in this exercise is for instructional purposes only. The actual schedule of your first semester course enrollment will likely differ from the one created in this exercise due to particular enrollment policies and requirements, test scores and/or accepted transfer work, course pre-requisites and availability, specific advisement information, and other relevant issues that will be discussed at your first advisement and registration session. However, do your best with this exercise – it will help you later on!

The following steps will guide you through the process of creating a mock schedule. You will need the assistance of a computer with internet access to complete each of the following steps:

1) Basic sequence of requirements needed to graduate – The 4-Year Plan:
To begin to create your schedule, you’ll need to have a basic understanding of the requirements you’ll eventually need to complete towards graduation and how these requirements can be organized into a semester to semester enrollment plan. This is what the 4-Year Plan does. To access a 4-Year Plan for your major use the following web address and then select the major option you are intending to complete. Once you have downloaded the plan – review the course requirements listed in the first semester and copy them into the spaces below: http://csun.edu/catalog/plan/.

2) The University Catalog and the Degree Progress Report (DPR):
Once you’ve identified course requirements, you then need to identify which courses at CSUN can be taken to meet each of these requirements. There are two resources you can use for this: a) the University Catalog and b) the Degree Progress Report (DPR). The catalog will outline the General Education program and each major program and will list the courses which can be enrolled in to meet particular requirements within each. Additionally, it contains a description of every course at CSUN so that you can find out in advance something about what each course will teach you. The DPR will list which courses can be taken to meet specific GE and major requirements but will not give you descriptions or titles of the courses.
To access the online catalog use the following: http://www.csun.edu/catalog/
To learn how to access and read your DPR use the following: http://www.csun.edu/admissions-records/degree-progress-report-and-planner-guide
Now, using either the catalog or the DPR, select specific courses to meet each requirement you listed above and write them in the spaces below.

3) The online Schedule of Classes:
Now that you have a list of courses you are considering enrolling in, you need to find out if the courses are offered in the upcoming semester, whether or not the courses are still open and available, and on what days and times they are scheduled. This is where you will need the online Schedule of Classes. You can use the following to learn how to use the online Schedule of Classes: http://www.csun.edu/admissions-records/class-search
Now, using the online schedule, find which sections and the days and times you would want to enroll in and write this information below:
First-Time Freshmen Checklist &
Pre-Advisement and Registration Information Checklist

Student Acknowledgement Signature Form

______________________________________________  _______________________
Student Name  CSUN ID #

My signature acknowledges that I have reviewed and recognize the importance of the information listed in both the First-Time Freshmen Checklist (all items) and the Pre-Advisement and Registration Information Checklist which includes the following topics:

• Entry-Level Math test (ELM) and English Placement Test (EPT)
• Statement of EO 665 Remediation Policy and Basic Skills Policy
• Advanced Placement Tests (AP) and Scores related to placement in GE Writing and Math
• Registration and Add/Drop Policies and Deadlines
• Grades and Other GPA Issues
• Student Conduct Code /Academic Dishonesty
• Family Educational Rights and Privacy Act (FERPA)
• 4-5 Year Graduation Plan
• Creating a Mock Schedule

______________________________________________  _______________________
Student Signature  Date

REMINDER: Please sign this form and bring it to your scheduled Advisement and Registration Appointment.
Fall 2016: First-time Freshmen Advisement Information

If your major is any of the following: Art, Communication Studies, Journalism, Music, Cinema and Television Arts, or Theatre – Please call the MCCAMC Student Resource Center & EOP Satellite at (818) 677-2024 to schedule your advisement/registration appointment.

You may begin calling our office March 28, 2016 to schedule your advisement and registration appointment. Advisement appointments for First-time Freshmen may begin as early as April 12th for those students who have already submitted their Intent to Register and who are either exempt from the ELM and EPT or who have already completed these tests with the scores already present at CSUN.

You need to read the information on the pages above and bring a signed copy of the Student Acknowledgement Signature Form to your advisement/registration session.

Note: Walk-ins will NOT be permitted. You must have an appointment in order to receive advisement.

Note: If you are currently living more than three hours away from CSUN, please call our office to make alternative arrangements to meet your advisement requirements.

International Students (F-1 Visa): If you have been admitted to CSUN for the Fall 2016 semester as an International Student your first semester advisement and registration assistance will be provided via Ms. Geraldine Sare (ugs.intladvisor@csun.edu). Students will receive a welcome email directly from her on the advisement and registration process.

Student Athletes: If you have been admitted to CSUN for the Fall 2016 semester as an athlete, your first semester advisement and registration assistance will be provided between Academic Services for Student Athletes (Ms. Mandie McConkey and her staff) and our college advising Center. Students will receive a welcome email on the advisement and registration process from mandie.c.mcconkey@csun.edu.