Dear Mike Curb College of Arts, Media, and Communication Student:

The MC Student Resource Center & EOP Satellite is a comprehensive effort designed to serve students enrolled in the Mike Curb College of Arts, Media, and Communication at California State University, Northridge. In maintaining our vision of further developing a community of talented students, the College is committed to providing services to students to facilitate their success in their majors.

The Student Resource Center/EOP seeks to build a network in which students can benefit from the strengths and talents of faculty, staff, and peers. We encourage participants to become part of our “family” and take advantage of the resources of academic advisement, personal support, and Educational Opportunity Program services. Students gain a greater understanding of community and enrich their lives by availing themselves to this opportunity while at CSU, Northridge.

Furthermore, in an effort to assist you in meeting university requirements towards graduation and advisement needs, the Student Resource Center/EOP developed this MCCAMC Student Handbook. I highly encourage you to take full advantage of it! This handbook should be used in conjunction with the University Catalog, Semester Schedule of Classes, and Department Information.

Our motto is “WHEN IN DOUBT, CHECK IT OUT, Student Resource Center/EOP – Nordhoff Hall 135.” You can reach us at (818) 677-2024.

Welcome and best of luck with your educational and personal endeavors!

Cordially,

Maria L. Valiton, Director
MC Student Resource Center & EOP Satellite
Mike Curb College of Arts, Media, and Communication

/mlv
**What is your Responsibility?**

As a college student, you will find that much of what you experience academically seems different somehow from similar experiences you had in high school. Often this difference is grounded in the freedom that college affords you – in college you are assumed to be an adult and capable of making adult decisions related to your academic endeavors. Each semester you will select the courses to enroll in, you will register in these courses, you will earn grades for the effort you put forth in each course, and you will make progress towards meeting requirements to graduate. But with this freedom comes responsibility.

Being responsible includes knowing and understanding how to effectively use the freedoms you have. This may involve setting goals and limits for yourself. It may also involve learning how the rules of a university apply to you and then how to effectively incorporate these into your decision making process.

- **Buy the University Catalog and read it.** This contains all of the university’s policies and rules related to undergraduate and graduate programs. It also contains descriptions of each program – major, minor, GE, Title V, and others as well as a description of each course that is offered at CSUN.

- **Buy the Schedule of Classes each semester.** This contains updates to the catalog, rule and policy changes, information on fees, registration, and course selection for the current semester. This booklet is essential for registration.

- **Select courses responsibly.** Seek advisement regularly. Discuss with your adviser the appropriateness of the courses you are considering enrolling in. Read the catalog for yourself to determine how each course will fit into your program and what requirement it will meet. **Know your requirements!** Don’t select courses that you are not prepared to complete – follow pre-requisites.

- **Register in courses responsibly.** Learn and follow registration rules and procedures. When registering, print a copy of your course schedule to make sure that your registration is correct – correct class, days, time, and class number. Enroll only in courses you fully expect to complete. Don’t let anyone register for you – do it yourself! Do not enroll in courses you expect to drop later (you might forget and this will cause you to get an “F”). **Each semester review your class schedule regularly. Report any problems immediately.** Learn and follow the Schedule Adjustment rules and deadlines related to adding and dropping courses after the semester has begun. Don’t wait till the last minute – Act promptly! Don’t register in courses that are at the same time, or overlap in time. Make sure to plan your work and outside activities into your overall schedule. Don’t expect your faculty or advisers to make allowances for your schedule conflicts.

- **Take responsibility for meeting course requirements.** Read each course syllabus and meet assignment and test due dates. Study regularly – don’t expect to do well with minimum effort. Plan your time well to allow enough time for study. Meet regularly with your instructors during office hours to clear up questions you might have. Attend class everyday – even if the instructor says that roll is not taken. Only by attending will you get ALL of the information from the class.

- **Don’t blame others for what you don’t know.** Learn the rules for yourself and follow them. Ask questions. Seek advisement. You are responsible.
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The following is an unofficial guide to assist students to understand University requirements. It is intended to introduce information in a simple and straightforward manner. Students are encouraged to consult their University Catalog for precise information regarding curriculum and policy.

Why am I here?

The question “Why am I here?” is probably one of the most important questions students can pose to themselves as they work towards completion of an undergraduate degree. In searching for an honest answer to this question, you will be starting the process of identifying and clarifying those goals which are important to you and beginning to identify the role that higher education will play in assisting you to attain those goals.

Each student enters higher education with a unique set of talents and experiences that they hope to enhance and consolidate into a consistent program of study eventually leading to a true commencement of a new life beyond the university. Some enter with a particular notion of their career and life goals and recognition of the role that education will play in the achievement of these goals. For these students, asking the question “Why am I here?” is not so much to identify goals as it is to clarify and focus them. Goals, once set, should be periodically examined to test whether they are still realistic in light of a growing set of knowledge and experience and whether these goals are still indicators of the direction a student wishes his or her life to take.

Other students enter with only a general idea as to what course they wish their life to take but a consensus view that they must complete a degree to get there. For these students, the question “Why am I here?” is of particular and profound importance. By asking and trying to answer this seemingly simple question students are beginning to evaluate and make decisions as to what they want their future to include; to identify their own strengths and weaknesses, and to recognize a path or paths which can lead them towards that future. Very simply then, these students are beginning to create a realistic set of personal and career goals which they can use both inside and outside of the university.

Particular questions students may wish to spend some time thinking about and then discuss periodically with their adviser are:

- What activities do I find fulfilling or satisfying?
- Are these activities consistent with my life and career goals?
- What skills do I need to pursue these activities and goals?
- What are my strengths and weaknesses with respect to these skills?
- How is my educational plan working to pursue my goals?
**Pre-admission Requirements and Enrollment Information**

**FRESHMEN**
- In order to be eligible to enroll, all first time freshmen are required to take both the ELM and EPT tests or be exempt from them before the summer of their first semester at CSUN.

> All freshmen who were admitted in Fall 1997 or later are required to complete all four Section A requirements within their first two years or by the time they have earned 60 units.

**TRANSFERS**
- In order to be eligible to enroll in their first semester, all upper division transfer students admitted Fall 1998 or later must have completed an appropriate transfer course in all four CSUN general Education Section A requirements – Written Communication, Critical Thinking, Mathematics, and Oral Communication.

**What do I have to do to graduate?**

This is probably the single most asked question on any undergraduate college campus. The answer at Cal State Northridge is that you must complete all eight of the Bachelor’s Degree Requirements.

1. Writing Skills Requirements
2. Applicable General Education Program
3. Title 5 Requirements
4. Major Requirements
5. Grade Point Requirements
6. Total Unit Minimums
7. Residence Requirements
8. Formal Approval of the Faculty

**What are Writing Skills Requirements?**

There are two writing skills requirements, a **lower division writing requirement** and an **upper division writing requirement**. Both must be completed in order to graduate.

**1) Lower Division Writing Requirement:**

This requirement has been met when a student successfully completes the **A.1 Written Composition** subsection of G.E. Plan R.

**The ways to complete this requirement are either:**

- **Take the English Placement test (EPT) and**
  - **If your score is 151 or higher** – Complete either CH S 155, ENGL 155, or PAS 155 or AAS 155.
  - **If your score is between 142 and 150** – Complete either AAS 098, CH S 098, ENGL 098, or PAS 098 with a grade of “Cr” and then either AAS 155, CH S 155, ENGL 155, or PAS 155 for a letter grade.
  - **If your score is below 142** – Complete either AAS 097, CH S 097, ENGL 097, or PAS 097, with a grade of “Cr”. Then complete with a grade of “Cr” one of the 098 courses listed in the same departments. Then complete either AAS 155, CH S 155, ENGL 155, or PAS 155 for a letter grade.
Be Exempt from the EPT (Check with your adviser for exemption requirements) and:

- **If your exemption is due to a satisfactory score on the appropriate Advance Placement Exam** - You have already completed the lower division writing requirement.
- **If your exemption is due to a satisfactory score on the CSU English Equivalency Exam** - You have already completed the lower division writing requirement.
- **If your exemption is due to completion and transfer of an acceptable college course in English Composition** - You have already completed the lower division writing requirement.
- **If your exemption is due to a satisfactory score on the SAT, ACT or EAP exam** – You will need to complete AAS 155, CH S 155, ENGL 155, or PAS 155 for a letter grade. Or you may complete and transfer an acceptable college course in English Composition.

2) **Upper Division Writing Requirement:** This requirement is met by a satisfactory score on the **Upper Division Writing Proficiency Exam.** The test is usually offered twice each semester and you may register for and take it any time after you have:

- Completed the Lower Division Writing Requirement,
- Completed a minimum of 56 units,
- The test should be completed before you have earned 90 units.

You may register for the test through the University Testing Office.

**What are General Education Requirements?**

**What is the Objective of General Education?**

Knowledge exists in a variety of forms, is developed by a variety of peoples and cultures, and is gained through a variety of experiences. The role of General Education is to develop in students a particular set of core skills and knowledge while allowing them to begin to understand how different sets of knowledge are both unique and connected. The study in a major is the inquiry into a particular aspect of knowledge and this study is enhanced and enlightened each time a new connection with other knowledge is created.

Some of the particular objectives of General Education include: the effective use of written and spoken forms of communication; an understanding of information and principles in some areas of liberal arts and sciences in sufficient depth to encourage critical and creative thought; an understanding of the rights and responsibilities of citizenship; and awareness and knowledge of and respect for other cultures, peoples, and ideas.
**How do I Complete General Education?**

There are three ways the program in General Education may be completed:

1) **Full Certification from an Accredited California Community College**

**Requirements:**
- Full Certification posted on official community college transcripts submitted to CSUN.
- 9 units of upper division general education taken at CSUN following the requirements for selection and completion of upper division G.E.

If you are close to being fully certified at a community college it is recommended that you complete the certifications while concurrently attending CSUN. Remember, most community colleges require you to ask them to verify if you can be certified and then amend your transcripts to show this.

2) **Partial Certification from an Accredited Community College plus CSUN GE coursework**

**Requirements:**
- Specific G.E. Area certifications posted on official C.C. transcripts submitted to CSUN or area certifications posted through the Degree Progress Report (DPR),
- Completion of the remaining (i.e. non-certified) G.E. requirements in residence at CSUN,
- Completion of 9 units of upper division G.E. taken at CSUN as part of the selection of coursework used to complete remaining G.E. requirements.

3) **Completion of the CSUN Pattern of Courses**

**Requirements:**
- Completion of coursework to fulfill all General Education Section and subsection requirements as well as units requirements (48) following the prescribed pattern set out in the University Catalog. These requirements may be satisfied with a combination of accepted Courses transferred into G.E. requirements and courses taken at CSUN.
- Completion of the 9 units of Upper Division G.E. as part of the selection of coursework to fulfill Section requirements above.

_folder: Please note: CSUN will accept Certifications using either the CSU Transfer Plan or the IGETC._

Please refer to your General Education Planner form and adviser for more information.
Summary:

**General Education and Title 5:** Under Plan R – 48 units are required for a Baccalaureate Degree (which includes TV 1/2/3).

**Upper Division GE:** 9 units must be selected from coursework listed within *Subject Explorations* and/or *American Institutions* & all must be listed as *Writing Intensive* (WI), taken no sooner than the semester in which junior standing (60 units) is achieved. “Fully GE Certified” transfer students may need to take a 3 unit upper division GE course in the Comparative Cultural Studies section. **

**NOTE:** Courses with the same prefix as the student’s major and used to satisfy major requirements WILL NOT apply to GE.

### GENERAL EDUCATION REQUIREMENTS

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<th>Basic Skills (12 units)</th>
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<th>Social Sciences (6 units)</th>
<th>Units</th>
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<td>Mathematics (Pre-Req: Math 92 and/or 93, or passing score on ELM)</td>
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**Subject Exploration (29 units)** 1 course must include Information Competency (IC) component

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**Information Competency Requirements (IC):** Students must select 3 units of IC courses from Basic Skills & 3 units of IC coursework from within Subject Explorations. The IC requirements will NOT be required for students graduating before Fall 2008.

**IC Basic Subjects:**

**IC Subject Exploration:**

**1 Additional unit:**

**NOTE:** The GE Course Exceptions for CAMC majors with approved exceptions are: Art (ART 140), COMS (COMS 309), CTVA (CTVA 100), Journalism (JOUR 100), Music (MUS 191/L, MUS 202 & MUS 307). Check with your adviser for additional clarification and other possible listing of courses.
Questions relating to General Education

How do I fulfill the Math?

Mathematics is considered one of the **four Basic Subjects** necessary to complete General Education requirements. There are three ways to meet this requirement:

- complete the appropriate course(s) at CSUN determined by your ELM Score
- through the transfer and acceptance of an appropriate course in Mathematics
- posting an appropriate score on either the AP Calculus or AP Statistics exam.

If you intend to complete the requirement at CSUN (*students admitted as freshmen fall into this category*) then you will need to complete the following:

**a) Take the Elementary Level Math (ELM) test and:**

- **If your score is 50 or higher** - Complete Math 131, 140, or other approved course in Section A3 for a letter grade.
- **If your score is between 34 - 49** - Complete Math 093 with a grade of "Cr" and then complete Math 131 or other Section A3 course for a letter grade.
- **If your score is less than 34** - Complete Math 092 and Math 093 each with a grade of "Cr" and then complete Math 131 or other Section A3 course for a letter grade.

**b) Be exempt from the ELM Test;**

- **If your exemption is due to a satisfactory score on the appropriate AP Exam** – You have already completed the Mathematics requirement.
- **If your exemption is due to a satisfactory score on the SAT, ACT or EAP exam**
  - You will need to complete Math 131 or any of the approved courses in Section A3 for a letter grade.
- **If your exemption is due to completion and transfer of an acceptable college course in Mathematics** – You have already completed Math.

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*All Freshmen admitted in the Fall 1998 or after must complete within one year ALL Developmental coursework they are required to take based on their ELM and EPT scores. This includes the following coursework in writing (097, 098) and coursework in mathematics (092, 093).*
What is Upper Division G.E.?

Of the 48 units required to complete General Education, a minimum of 9 units must be in upper division (300 or above level GE coursework). It is important to remember that upper division G.E. units are included into the 48 unit total, not in addition to the 48 unit total.

When can I take Upper Division G.E.?

There are four rules to remember about upper division G.E.

- These units cannot be taken before the semester you first achieve 60 units.
- These units must be selected from any of the areas of General Education – (Basic Skills, Natural Sciences, Arts and Humanities, Social Sciences, Lifelong Learning, Comparative Cultures, and Title V.) You must select GE courses numbered 300 or higher.
- These units must be taken for grade – (Credit/No Credit is not allowed for any course in General Education, Title 5, or the Major).
- These units cannot be taken before you have completed the lower division writing requirement (GE Section A-1).

What courses may I use for General Education?

Only some of the many courses offered each semester are courses that may be used to fulfill particular general education requirements. In fact, most courses listed in the catalog are courses that may not be used for G.E. There are three ways you can determine whether a particular course may be used to fulfill a particular G.E. requirement:

1) Check the course description in the University catalog: Below the description of each course that may be used for G.E. will be a statement in parenthesis indicating that the course is available for use to satisfy a particular G.E. Section requirement.

2) Check the G.E. Section and Subsection listings in the University catalog: The catalog contains an area pertaining to requirements and descriptions related to completion of the general education program. Within this area, G.E. Section and Subsection requirements are displayed with a list of all of the courses that may be used to satisfy that particular section requirement.

3) Check the Current Schedule of Classes: Each semester within the Schedule of Classes there are pages devoted to displaying all of the courses offered that semester for G.E. credit. These courses are listed by the Section or Subsection that they may fulfill. This G.E. display may be found immediately before the beginning of the department course listings.

May I use courses in my major for G.E. credit?

No. Courses used to meet major requirements can only be used to satisfy requirements in your major. However, if the catalog lists a course in your major department as eligible for use as a GE requirement and you do not use this course to complete any requirements in your major – the course can be used as GE.

A few departments have particular exceptions to this, you should ask your adviser if yours is one of them.
What are Title V Requirements?

There are three specific requirements within what are called the Title V requirements. These are:

1) American History, institutions and ideals,
2) the Constitution of the United States, and
3) the principles of state and local government.

Completing coursework to satisfy these requirements is intended to foster in each student an understanding of the rights and responsibilities of citizenship within the community and the nation. Although there are three requirements, it only takes two courses to complete them. Requirement 1 is satisfied by one course, and Requirements 2 and 3 are simultaneously satisfied by a second course.

Your catalog will give you which courses may be selected to complete these requirements.

Can I use Title V courses in G.E.?
Yes. Under GE Plan R, courses used to complete Title V requirements are considered part of the general education program and so are used to meet the Title V requirements in GE.

Can I use upper division Title V as part of the 9 units of upper division G.E.?
Yes. Again, since these courses are part of GE, upper division Title V will be considered upper division GE.

Can I take Title V courses Cr/NC?
No. All courses in Title V must be taken for grade. This is also true for all courses in the major and all courses used to fulfill other G.E. requirements.

If I am fully certified from a California community college do I still need more Title V?
Generally, no. In most cases, Full certification also includes a second certification showing completion of Title V requirements. Many community colleges also allow the Title V courses to additionally meet requirements towards certification of Social Sciences in G.E. But some do not.

If you are unsure of whether you have completed this requirement or not, you should ask your adviser to verify through your DPR what courses you have completed and how they are being counted. Or you could check with your community college counseling office.
If I transferred from a school outside of California do I still need additional Title V?

**More than likely yes.** Even if you have already completed an appropriate course in American History and another that studied the U.S. Constitution it is probably also true that you will not have met the “California State and Local Government” requirement because other states usually do not offer acceptable coursework in principles of California government. Therefore, you will minimally need to meet requirement three. You should consult your catalog for coursework you may use to satisfy this requirement. You may also need to complete one or both of the other Title V requirements – check your Degree Progress Report or with your adviser to verify what requirements you still need to complete.

Please note: Students who have completed a transfer course in U.S. Constitution (Title V Req. 2) from a school outside of California may still need to complete the California State and Local Government requirement (Req 3).

**What are Major Requirements?**

Each department or major offers a variety of options which are intended to give students a solid understanding of a particular area of knowledge within the major. This particular focus serves as the center of all studies taken in the bachelor's degree. Each option is usually divided into lower division (100-200 level) and upper division (300-400 level) coursework. More often than not, each option will contain a set of Core Requirements that serve as a foundation on which the remaining courses rest. It is important to recognize that these core courses are usually prerequisites for more advanced coursework in the major and as such should be taken first. Developing the skill and knowledge necessary to complete any course of study is a process of growth and maturation. You should work out with your adviser a carefully designed program that will give you not only the courses you will need but also the understanding and time necessary to grow into the successful use of this knowledge.

**In order to complete the major, you must complete all core requirements, elective requirements, and units requirements in the major following the pattern set out by your choice of a major option or emphasis.**

Additionally, some departments have audition requirements, practicum requirements, and other participation requirements that also must be met in order to complete the coursework in the major.
Use this form to chart your progress in your major requirements. Your CSUN Catalog lists the requirements for your major. Additionally, most departments and advisement centers have course lists you can use. In the spaces provided below, copy each course requirement and indicate the units it is worth. Then as you complete each course indicate the semester you completed it and the grade you earned.

**Major**  
**Emphasis or Option**

**Total Units Required in Major**

Lower division courses in the major are designed to assist you in developing introductory and preparatory skills and knowledge in your chosen discipline. Additionally, they usually serve as pre-requisites for upper division (junior and senior) level courses and are designed to be taken first. Quite often there is a particular pattern that these courses are to be completed in and you should check with your adviser each semester before registering to make sure that you are selecting correctly.

### Lower Division Required Courses in Major

These are the 100 and 200 numbered courses required in the department of your major. (These are lower division Core courses)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
<th>Semester</th>
<th>Grade</th>
<th>Course</th>
<th>Units</th>
<th>Semester</th>
<th>Grade</th>
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</table>

### Lower Division Electives in the Major

These are the 100 and 200 numbered courses in your major you will take that relate to your choice of emphasis or option.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
<th>Semester</th>
<th>Grade</th>
<th>Course</th>
<th>Units</th>
<th>Semester</th>
<th>Grade</th>
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It is strongly recommended that you seek academic advisement each semester prior to registration to make sure that you are enrolling in the courses needed to meet major and university requirements. Many departments require you to see a faculty adviser at the end of each semester for formal advisement to release
Upper division coursework in the major is designed to deepen your knowledge and understanding of the ideas and skills necessary in your chosen discipline. Generally, upper division courses deal with the development of specialized knowledge within the major focusing on an in-depth presentation of this information. While a lower division course may cover a broad introduction to a variety of topics within an area of the major, an upper division course will focus on only a small number of topics but each topic will be covered in a more complete way. Completing the lower division pre-requisite courses before attempting upper division coursework is always a good strategy and is often a requirement.

Upper Division Requirements in Major: These are the 300 and 400 numbered courses used to complete Core and Elective requirements in your major.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
<th>Semester</th>
<th>Grade</th>
<th>Course</th>
<th>Units</th>
<th>Semester</th>
<th>Grade</th>
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</tbody>
</table>

Units Requirements by Major

- **ART**
  - All programs 54 Units to complete major 30 units Core, 24 units Electives

- **COMMUNICATION STUDIES**
  - Option 1 - 42 units to complete option 15 units Core, 27 units Electives

- **JOURNALISM**
  - All Emphasis 37 units to complete major 18 units Core, 19 units Electives
  Students are required to also complete a formal Minor or 15 upper division units in a Collateral field.

- **MUSIC**
  - BA - Breadth St 65 units to complete option 30 units Core, 35 units Electives
  - BA - Mus Ind 68 units to complete option 30 units Core, 38 units Electives
  - BA - Mus Ed 75 units to complete option 30 units Core, 45 units Electives
  - BA - Mus Ther 75 units to complete option 30 units Core, 45 units Electives
  - BM - All 79 units to complete option 46 units Core, 33 units Electives

- **CINEMA AND TELEVISION ARTS**
  - All Emphasis 45 units to complete major 27 units Core, 18 units Electives

- **THEATRE**
  - All Majors 52 units to complete major 34 units Core, 18 units Electives
  Students are required to complete one department sponsored production assignment each semester.
What is the difference between *Core or Required* courses and *elective* courses in my major?

**Core courses** are those courses in your major that all students in your major are **required to take**. These courses tend to emphasize skills and knowledge essential to the understanding of all areas of the major. Because they are required, *core classes are those you must take and cannot choose not to.*

**Elective courses** within the major are those courses you have some choice over and are used to complete requirements within a particular option or emphasis as well as units requirements in your major. They are elective because not all students in your major will take them, only those students who have chosen the same option as you.

---

Do all courses listed in the catalog in my department count in my major?

**No.** The catalog lists and gives a description for each course that the department offers. Many of these courses are for use within the major but some are not. For example, each department offers courses that can be used for General Education. Many of these courses cannot be used to fulfill major requirements because they are intended to be used only as GE courses for students in other majors.

Also, some courses are intended to be used by students within a particular option in the major. If you take one of these courses and are not in the option it relates to it might not count as part of your major. *Never assume, always check with your adviser before selecting courses within your major.*

---

If I took a lot of courses in my major area at another school will they all count at CSUN?

**Perhaps.** There are two issues that can affect whether courses taken in your major area are used to complete major requirements at CSUN:

1) **Transferability** – The school where you completed these courses must be accredited at a level that allows CSUN to accept the units into your degree. Also, the course(s) you completed must be transferable. Some community college courses are not transferable into the CSU. Check your DPR or with your adviser to verify the courses and number of units you have transferred in.

2) **Acceptability of coursework into major requirements** - Each major has a set of requirements some of which may be completed through either community college coursework or coursework transferred from accredited four year institutions. **All transfer courses relating to the major must be reviewed by your department to determine if they will count towards units and requirements in your major.**

Although each department has its own method of determining course equivalencies, it is generally true that for a course to be used in your major at CSUN it must be reviewed as equivalent to CSUN coursework in the following:

- units (hours of classroom time),
- subject matter (material presented in class),
- basis of grading.
**What are Grade Point Requirements?**

In order to graduate from CSUN, you will need to earn at least a "C" average in certain areas. A "C" average on a 4 point scale translates into a 2.0 average. If you do not meet these grade point minimums you will not be able to graduate, even if you have completed all other requirements of the degree. **The areas you must earn a “C” average in are the following:**

- All units attempted at CSUN – *(CSUN GPA)*
- All units attempted at CSUN plus all units transferred in – *(Cumulative GPA)*.
- All upper division units required in the major.
- All upper division units required in the minor.

### Grades, Grade Points and GPA

For every letter grade you earn, there is a corresponding number of grade points that are added into your totals. The following chart can be used to determine the number of grade points awarded for each letter grade.

<table>
<thead>
<tr>
<th>Units</th>
<th>Letter Grade</th>
<th>Gr Pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>1</td>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>1</td>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>1</td>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>1</td>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>1</td>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>1</td>
<td>C</td>
<td>2</td>
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<td>1</td>
<td>C-</td>
<td>1.7</td>
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<tr>
<td>1</td>
<td>D+</td>
<td>1.3</td>
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<tr>
<td>1</td>
<td>D</td>
<td>1</td>
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<tr>
<td>1</td>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>1</td>
<td>F/U</td>
<td>0</td>
</tr>
</tbody>
</table>

For courses that are worth more than 1 unit, multiply the number of units awarded for the course by the number of grade points from above.

\[
GPA = \frac{\text{grade points}}{\text{units attempted}}
\]

**Does this mean that I do not receive credit for courses I earn less than a “C” in?**

You will receive credit into the degree for any university level course in which you are awarded units even if the grade is below a "C". Units are awarded in courses where you have received a passing grade. Grades of A,A-,B+,B-,C+,C,C-,D+,D,D- indicate passing grades; either F or WU indicates failure. The grade point average requirement simply means that when all of your grades are averaged together, that average must be at least 2.0 or higher. So that you might have some courses that are below a "C" averaged in with some that are above.
How do courses taken credit-no credit affect my grade point average?

*They don’t.* Whether you receive a grade of “Cr” or a grade of “NC” your grade point average will stay the same. Your grade point average is only affected by courses you take for a letter grade.

Does this mean that I should take a lot of courses credit-no credit if I’m on probation?

*No.* No more than 18 units of coursework taken credit-no credit may be used in the Bachelor’s degree and you may not take coursework in the major, in general education, or in Title V on a credit-no credit basis. While on probation taking Cr/NC courses is not a good strategy because neither CR nor NC will change your GPA and you will remain on probation.

What is Probation?

When your cumulative or CSUN grade point average drops below 2.0 you will be placed on Probation. You will stay on Probation as long as your grade point average is below 2.0 or until you are Disqualified. Probation serves as an academic warning that you have a serious problem beginning to develop in your studies. Any number of reasons may account for your lack of success. The reason may be based on poor course selection, or because you are not following prerequisites. Perhaps you are trying to take too many units for the amount of hours you are working at your job. Perhaps you have not properly dropped a number of courses and these have turned to “F”s. Or perhaps you are struggling too much with your major courses and need to reconsider your choice of major. In any event, your probation indicates you need help to get back on the right track.

While on Probation you will be required to seek academic advisement each semester until you are off of Probation. This is to ensure that you are making good choices about the coursework you intend to take and also to ensure that you are working with an adviser to try to solve the problems which have developed causing your grades to place you on probation. Also, as long as you are on Probation you will be allowed to take no more than 13 units per semester.

If my GPA slips below 2.0, what can I do to get off probation?

Getting off probation usually begins with evaluating what caused your grades to drop below a “C” average in the first place and then ACTING to solve these problems.

1) **Contact** your adviser before registering in any coursework. *(Mandatory Registration Hold)*
2) **Discuss** with your adviser why your grades are low – issues of poor course choice, work or family problems, non-attendance problems, problems in study skills, and lack of interest.
3) **Review** with your adviser the courses you did poorly in and reasons you did.
4) If you and your adviser agree, **REPEAT COURSES** that you did poorly in to improve the grade.
5) **Act** on strategies to reduce work schedule and outside activities, and/or number of courses you enroll in each semester to give yourself more time to study for each course.
6) **Create** a semester plan to budget your time (school, work, study, extra curricular activities). Then stick to this time-management plan.

**STUDY, STUDY, STUDY.** There is no better way to improve grades than by studying.
What are Units Minimum Requirements?

There are three Units Minimums you must complete before being eligible to graduate. These are:

- **Minimum Number of Total Units into the Bachelor's Degree**
- **Minimum Number of Upper Division Units in the Degree**, 
- **Minimum Number of Units required in the Major**.

### Minimum Number of Units into the Bachelor's Degree

There are three basic Bachelor's Degrees offered through different departments at CSUN. Each has its own minimum number of units required to complete it. **This minimum includes all university level coursework accepted into the degree, including GE, Title V, Major, and electives. Therefore it includes all acceptable coursework taken at CSUN as well as all acceptable units transferred in from another school.** Satisfaction of the minimum total units requirement, however, **DOES NOT** ensure a student’s right to graduate. **All** eight of the requirements for graduation must be met including the total units requirement before the degree is conferred.

<table>
<thead>
<tr>
<th>Degree</th>
<th>Minimum Units Required</th>
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<tbody>
<tr>
<td>The Bachelor of Arts Degree - B.A.</td>
<td>at least 120 semester units are required*</td>
</tr>
<tr>
<td>The Bachelor of Science Degree - B.S.</td>
<td>at least 120 semester units are required.</td>
</tr>
<tr>
<td>The Bachelor of Music Degree - B.M.</td>
<td>at least 126 semester units are required.</td>
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</tbody>
</table>

* Developmental Coursework does not count towards units totals to graduate, these are courses numbered below 100, eg. MATH 093 or ENG 097. Extension coursework numbered above 799 also will not count.

* The University will accept no more than 70 units of Community College transfer credit towards meeting units requirements into graduation. This does not necessarily mean that particular courses have been excluded from being transferred in - only that the maximum number of community college units that can count towards graduation is 70 units.

* Total units minimums for the BA in some majors and/or emphasis are above 120. See appropriate 4-year plan for current units minimums for your major option.
Minimum Number of Upper Division Units into the Bachelor’s Degree

Another units requirement is that you must complete a minimum number of upper division units within the entire degree. This minimum is composed of the total of all upper division units completed in courses within the major added to all upper division units completed outside of the major (GE, Title V, University Electives). Upper division units are those related to junior and senior level coursework - at CSUN these courses are numbered between 300 and 499.

<table>
<thead>
<tr>
<th>Degree</th>
<th>Minimum Requirement</th>
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<tbody>
<tr>
<td>The Bachelor of Arts Degree - B.A.</td>
<td>at least 40 units within the 120 must be upper division.</td>
</tr>
<tr>
<td>The Bachelor of Science Degree - B.S.</td>
<td>at least 36 units within the 120 must be upper division.</td>
</tr>
<tr>
<td>The Bachelor of Music Degree - B.M.</td>
<td>at least 40 units within the 126 must be upper division.</td>
</tr>
</tbody>
</table>

Not all schools use the same numbering system as CSUN. Transfer coursework from another institution will be evaluated upon submission of transcripts. This evaluation will determine whether or not the course will be considered upper or lower division and how it may be used.

Any transfer coursework accepted from a community college is defined as equivalent to freshman or sophomore level coursework at CSUN. It will not be considered upper division work into the degree under any circumstances.

Minimum Number of Total Units into the Major

Each major has a minimum number of units you must complete in coursework within the department of the major in order to satisfy units requirements within the major. Additionally, there may be other units requirements such as minimum number units to complete lower division major requirements or upper division major requirements that you will need to do.

In order to fully complete the major, you need to complete all coursework required in the major as well as enough units within the major to meet the minimum. Check with your adviser as to the number of units minimally needed to complete your major coursework. Please refer to the chart on page 11 – Units Requirements by Major.
What are Residence Requirements?

Only Courses taken at CSUN are considered Residence Units.

In order to graduate all students must complete a minimum number of units in specific areas at the campus that confers the degree. This is called residence. The basic idea is that you need to have completed a certain minimum number of units at CSUN in order for you to say that you received your education here. The minimum number of units needed to meet residence requirements are as follows:

- Completion of a minimum of 30 units of coursework in residence at CSUN.
  - 24 of the 30 units must be in upper division coursework.
  - 12 of the 30 units must be coursework in the major.
  - 9 units minimum must be taken in general education.
So if I have completed all other requirements to graduate and have taken at least 30 units at CSUN will I be able to graduate?

**Maybe.** If you have met all four of the residence requirements above in those 30 units then you will be able to graduate. However, if you have not completed all of the requirements then you will need to take additional coursework at CSUN in order to complete your residence, even if this means that you will end up completing more than 120 total units into a B.A. or end up completing more than the minimum required units in either your major or general education. The idea to keep in mind here is that each of the four requirements is a separate requirement and all four must be met before the residence requirement is satisfied.

If I transferred in over a hundred units from a four year school will I need to worry about Residence?

**Probably.** It depends on how your transferred units are working to fulfill particular Major, G.E. and Title V requirements at CSUN. If you have completed all G.E. requirements before transferring to CSUN, including upper division G.E. requirements, you may still need additional coursework at CSUN to complete a minimum of 9 units in G.E. here. This is also true of residence minimums into upper division coursework, major coursework and total coursework taken at CSUN. When you file for graduation, your Graduation Evaluation will enumerate where you stand with respect to Residence requirements. It is a good idea to go over this with either your evaluator or your adviser if you are at all concerned.

If I took a course through CSUN Open University will it count towards the Residence Requirement?

**Yes.** As long as the course you took was a degree level CSUN course (not an extension only course). Up to 24 units of Open University credit can be used both towards graduation and towards residence. This is true even if you completed the course through Open University before you were admitted to CSUN.

Do courses taken in summer school at CSUN count towards the Residence Requirement?

**Yes.** Again, as long as the course is not an extension only course. Extension only courses are Extended Learning Courses taken in any special session (Fall, Spring, Summer, or Winter) that are numbered 800. These courses DO NOT carry credit towards graduation or residence requirements. Additionally, any course taken in CSUN Summer Session IV is considered extension only and cannot be used towards residency or graduation.

Can I take courses at another school to meet Residence Requirements at CSUN?

**NO.** Residence Requirements are met only by acceptable courses enrolled in and completed at CSUN. One of the few exceptions to this is coursework completed as part of the CSU Overseas Program.
What is Formal Approval of the Faculty to Graduate?

As part of the process required to apply for graduation, each student must obtain two copies of a departmental evaluation of their major requirements signed by their major adviser. One copy must be presented to the Office of Admissions and Records and the other copy should be kept by the student for his or her own records. This constitutes formal approval of the faculty to graduate.

In order to file for graduation you must do the following:

- Meet with a faculty adviser within your major department to complete a Departmental Grad Check. This should be done 2-3 semesters before you expect to complete all requirements and after you have completed 90 or more units.

- Submit a copy of the Grad Check signed by the department faculty to Admissions and Records.

- When you turn in your Departmental Grad Check to Admissions and Records – fill out and submit an “Application for Graduation and Diploma”. To fill out this form you will need to know your name, ID#, address, and the semester you expect to complete all requirements.

- Pay the application fee.

What do I need to know about a Grad Check?

In a Grad Check you and your departmental adviser will sit down and choose the exact courses you will use to fulfill all requirements within your major. These choices will be noted on a formal document referred to as a departmental evaluation form. It is important to recognize that a Grad Check amounts to a formal approval by your department of each course you will use to satisfy one or more of your major requirements. Only courses listed on this signed form are considered as part of your major. If after you have submitted your departmental evaluation to Admissions and Records, you choose to take another course in place of one of the courses listed on your Grad Check you will need to seek approval through your department to make this change in your program. If approval is granted, then your department will need to submit to Admissions and Records a Substitution and Waiver Form that amends your contract and allows you to alter the selection of courses to be used towards fulfilling major requirements. If you simply take another course and it is not formally approved through the Substitution Form then Admissions and Records will not allow it to be used as an approved course in your major. You will not be allowed to graduate until either the form is submitted or you complete the course you originally intended to take.
How do I know when my deadline to apply for graduation is?

You need to realistically evaluate what courses and requirements you may still need to complete your degree and then evaluate how long it will take you to complete these. If you and your adviser agree that you are within a year to a year and half of finishing and you have 90 units or more completed you should file for graduation. Every semester in the Schedule of Classes, the university prints a Semester Calendar that lists important dates and deadlines for that semester. This is where the Deadline to Apply for Graduation for undergraduates is listed.

After I have applied, how will I know which requirements I still need to graduate?

After you have submitted your Application to Graduate to Admissions and Records you may receive in the mail a Degree Progress Report highlighting your remaining requirements. This document is prepared by one of the Graduation Evaluators in Admissions and Records and details all of the remaining requirements you have left to complete your degree.

It is important that you file for graduation on time so that you can receive this Evaluation before registering in your last semester. If you file too late you may not get this in time and find out that you have remaining requirements that you were unaware of.

Also it is important for Admissions and Records to have your correct address so that you can receive this and other information necessary to process your application to graduate.

If I still need a few more classes can I still walk in the ceremony and graduate?

It is very important to know that walking in the ceremony and graduating are two very different things. The Graduation Ceremony held at the conclusion of every spring semester is only a commencement exercise. Going through this ceremony does not grant you a degree. Graduation occurs and a diploma will be awarded only when you have successfully completed all eight requirements to graduate. If you are missing even one course you will not graduate.

Also, in applying to graduate you will need to indicate the semester you expect to complete your requirements to graduate. If you do not complete requirements by the end of this semester you will need to file an “Amended Graduation Date” in Admissions and Records. If you do not do this, you will not receive a Registration packet for the next semester and will not be eligible to register to complete your remaining coursework.
**Other Questions?**

**What are University Electives?**

University electives are simply the difference between the total number of units you have earned completing General Education, Title V, and your Major and the minimum number of units necessary to complete the degree. Some students have very few university electives to fulfill while others have more. If, for example, you have already completed all the courses you need in GE, Title V, and your Major and have earned a total of 112 units, you would still need at least an additional 8 units to complete a Bachelor of Arts degree that required 120 units minimum. These additional 8 units are called University electives.

In counting units towards graduation, it is important to remember that developmental courses do not count in this total. Only courses numbered 100 and above can be used towards graduation.

**What courses can I use as University Electives?**

Any course numbered 100 and above taken in any discipline. It is important to note, though, that if you take a course in your major department as a University Elective you will need to take this course for grade. It cannot be taken credit/no credit if you wish it to count. However, if you are taking a course outside of your major department and are using it as a University Elective then it may be taken credit/no credit. Additionally, you may not repeat courses you have previously earned units in and have these count as University Electives. If you are in doubt if a course may be used as university electives it is always a good idea to check with your adviser.

**What courses can I take credit/no credit?**

Only courses used as University Electives can be taken on a credit/no credit basis of grading. A maximum of 18 units of courses graded credit/no credit may be used towards fulfilling units into a Bachelors Degree. If the course is taken as a University Elective and if it is taken in your major department then the course must be taken for grade.

**What is G.E. Certification?**

Accredited California Community Colleges can certify up to 39 units of coursework towards completion of lower division General Education and Title 5 requirements. There are two patterns by which you may receive Certification: The CSU Certification pattern, and the IGETC pattern. CSUN will accept either one. The CSU pattern allows for you to be partially certified - which means that some but not all of the GE Areas have been certified as complete or Fully Certified which means that all of the lower division GE has been certified as complete. The IGETC pattern, on the other hand, must be completed before your first semester at CSUN. This certification is a full certification of all lower division GE.

**How do I know if I am Certified?**

If you have been working with a counselor at a community college and following either of the two plans, have completed the appropriate coursework, and have gone back and requested that you be certified then you might be certified. To verify your certifications, you could do any of the following: 1) Order a set of official transcripts from your Community College for yourself and see if the certifications are noted there, 2) Ask your community college counselor, 3) Check your CSUN Degree Progress Report.
If I am only one or two classes from being certified should I try to finish it?

Yes, if you were following the CSU pattern. In almost all cases this would be an advantage to you. However, if you were following the University of California IGETC pattern but had not completed it you will need to finish your GE at CSUN. If you intend to finish your CSU plan certifications while in attendance at CSUN it is a good idea to ask your adviser to review with you your GE coursework and remaining requirements to make sure that this is a good choice for you.

Can I finish my certifications at a Community College while attending CSUN?

Yes. CSUN will accept both the CSU Transfer Plan and the IGETC after you have started CSUN.

How many units from a Community College can I use in my degree?

No more than 70 transferable units from one or more community colleges may be used towards meeting units requirements to graduate. If you have more than 70 transferable community college units any of the courses you took may be used to fulfill particular requirements but no more than 70 units will be counted towards meeting units requirements to graduate.

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**Executive Order 665 – Enrollment Requirements in Math and English**

The California State University Chancellor’s Office has issued Executive Order 665 requiring that **all first-time freshmen in the 23 campus system complete all remedial courses within their first year of enrollment**. All first time freshmen admitted in Fall 1998 or later must comply with these requirements. Failure to comply with these requirements will jeopardize your ability to enroll after your first year.

All incoming freshmen are required to maintain enrollment in the appropriate math and composition courses beginning with their first semester and continuing without break until they have completed the GE Math and GE Written Composition requirements.

Placement in remedial (developmental) coursework is determined by the scores received on the ELM and EPT tests. Students must receive a grade of “CR” in order to move into the next course in the sequence, otherwise they must repeat the course they received “NC” in.

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EPT Score:</strong> 120 to 141</td>
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</tr>
<tr>
<td>097 with a grade of “CR”</td>
<td>098 (repeat 097 if grade = “NC”)*</td>
</tr>
<tr>
<td>098 with a grade of “CR”</td>
<td>155 (repeat 098 if grade = “NC”)</td>
</tr>
<tr>
<td><strong>EPT Score:</strong> 151 or above or exempt</td>
<td>151 (GE A4 requirement)</td>
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<tr>
<td>155</td>
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<tr>
<td><strong>ELM Score:</strong> 0 – 33</td>
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<tr>
<td>092 with a grade of “CR”</td>
<td>093 (repeat 092 if grade = “NC”)*</td>
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<tr>
<td>093 with a grade of “CR”</td>
<td>131 or 140 (repeat 094 if “NC”)</td>
</tr>
<tr>
<td><strong>ELM Score:</strong> 50 or above or exempt</td>
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<tr>
<td>131 or 140</td>
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</tbody>
</table>

* Students who receive a grade of “NC” in their 1st semester in either 097 or 092 must seek important information in the Student Resource Center/EOP before registration in their 2nd semester.
**Graduation Requirements Review**

<table>
<thead>
<tr>
<th>Name: _______________________________</th>
<th>Major: ________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID #: _______________________________</td>
<td>Option: _______________</td>
</tr>
</tbody>
</table>

There are eight requirements that must be met in order to graduate from CSUN. These are:

1) **Completion of the applicable General Education program.**
   - **Section A:** A1, A2, A3, A4 (12 units min)  
     Met: ________ Still Need: ________
   - **Section B:** 2 lectures + 2 labs (8 units min)  
     Met: ________ Still Need: ________
   - **Section C:** (6 units min)  
     MUS 202 meets 3 units C for all Music majors, Art 140 meets 3 units C for all Art majors.  
     Met: ________ Still Need: ________
   - **Section D:** (6 units min)  
     Met: ________ Still Need: ________
   - **Section E:** (3 units min)  
     MUS 191/L meets 3 units E for all Music Majors, CTVA 100 meets 3 units E for all CTVA majors, JOUR 100 meets 3 units E for all Journalism majors  
     Met: ________ Still Need: ________
   - **Section F:** (6 units min)  
     MUS 307 meets 3 units F for all Music majors (does count as UD GE)  
     Met: ________ Still Need: ________
   - **Upper Division GE Requirement** (9 units min)  
     Check to make sure courses used as UD GE were completed after 60 units.  
     Check to make sure courses are in a minimum of two GE Sections(A-F)  
     Met: ________ Still Need: ________

2) **Complete all Title 5 requirements**
   - Req 1: American History and Institutions  
     Met: ________ Still Need: ________
   - Req 2,3: US Constitution, State and Local Govt  
     Check for out-of-state credit in US Constitution, still needs Req 3  
     Met: ________ Still Need: ________

3) **Complete all requirements for the major** – See Major department for current requirements

**Notes and Recommendations**

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*Continue on back*
Graduation Requirements

4) Complete units minimums

120 minimum units* (BA degree)

- All CSUN courses numbered below 100 cannot be used towards this total
- Units for courses beyond catalog enrollment limits will be deducted (Excessive Enrollment)
- Music Education requires 124 units

126 minimum units (BM degree)

Minimum of 40 units of Upper Division coursework:

- CSUN numbered courses 300 or higher – includes major, minor, GE, and electives.
- Also includes any upper division transfer work accepted

Music Education requires 124 units.

Journalism students must seek current status regarding 80/65 rule completion from Major department.

5) Grade Point average of 2.0 –

Subject to change due to grade changes, program changes, repeats and other approved alterations of academic record as well as grades in new coursework.

You must have at least a 2.0 (C average) in the following areas:

- Cumulative or Total GPA (all courses taken towards the degree)
- CSUN GPA (all courses taken at CSUN)
- Upper Division courses required in major
  - Based on courses listed on Departmental Grad Check.
- Upper Division courses required in minor

6) Residency

You must complete the following number of units at CSUN to meet Minimum Residence Requirements:

- Minimum of 30 units completed at CSUN
  - of which at least 24 units are upper division,
  - at least 12 units are within the major (upper and/or lower),
  - and at least 9 units of General Education (upper and/or lower).

7) Writing Skills requirements:

There are two writing skills requirements. The Lower Division Writing Requirement is met by completion of ENGL 155 or equivalent.

The Upper Division Writing requirement is satisfied by an appropriate score on the Upper Division Writing Proficiency Examination

8) Filing for graduation — the first step is to meet with a faculty member in your major and review your coursework towards meeting major requirements and then to complete a Departmental Grad Check. You will need to take a copy of the grad check to Admissions and Records and file for graduation. This should be done after 90 units and at least two semesters before you expect to complete degree requirements.

- Completed a Departmental Grad Check
- Filed for Graduation
- Received Graduation Evaluation Already
**Adding and Dropping Courses in the Mike Curb College of Arts, Media, and Communication**

*The University guidelines and timetables for making changes to your program (adding and dropping courses) are published every semester in the Schedule of Classes. Always refer to the current Schedule of Classes for up-to-date information and deadlines.*

All students should be aware of the following guidelines related to enrollment in courses:

1) Only you can Add or Drop courses – your adviser, instructor, or department cannot do this for you. It is the student’s responsibility to initiate action by accessing TTR or by completing the Change of Program form. All Change of Program forms must be properly filled out and filed in Admissions and Records by the appropriate deadlines.

2) Enrollments recorded by the end of the third week of the semester are considered official and unalterable. Changes to your program after the third week require a “serious and compelling reason” – the student’s emotional or physical health or financial condition is clearly in jeopardy. (See current Schedule of Classes under Approval Authorization for Change of Program and Withdrawal.)

3) Non-attendance does not constitute a withdrawal from a class or classes. If you do not attend a class – you must follow the appropriate procedure to drop it or you will receive a “U” which counts as an “F” in your GPA. Non-Attendance is not considered a serious and compelling reason to drop a course after the third week of instruction.

**Registration Period (Web Registration Period)**

- **ADD or DROP** available courses through Web Registration system during your appointment period. No approvals needed for most courses (Freshmen have Advisement & Registration Holds – need to see adviser to change schedule over TTR).
- (Carefully review your Confirmation of Classes to verify correct registration – Keep all records).

**First Three Weeks of Classes**

- **ADD or DROP** courses through Web. All courses require valid Permission Number to Add. Advisement Holds for freshmen – they must see adviser.
- (Drops do not require permission number. Students need to see course instructor related to permission number requests.)

**Fourth Week of Classes (check appropriate deadlines in current Schedule of Classes)**

- **ADD or DROP** is normally not permitted. *Serious and Compelling reason required.* Schedule Petition form with Signature of Instructor of Course and Department Chair of Course. If form is completed and appropriately signed – submit to Admissions and Records with a $10.00 late fee.
- **Note:** Neither your Instructor nor the Department Chair is required to sign this form. They will do so only if you have a legitimate reason. Be prepared to justify your reason. Be prepared to write a letter explaining your reason for requesting the change (Add or Drop) and to submit documentation if requested.

**Fifth Week of Classes to End of Term**

- **ADD or DROP** is strictly NOT PERMITTED.
- To attempt Changes of Program during this period students are REQUIRED to meet with a staff adviser in the SRC/EOP to begin process. For Changes of Program that have a *Serious and Compelling reason* – Submit a 5th Week or later Schedule Petition form with the signatures of Instructor of Course and Course Department Chair. This form will then need to be reviewed by the Associate Dean before a final decision will be made. **Again, note that no one is required to sign this form unless you can demonstrate you have a justifiable reason to request it.**
<table>
<thead>
<tr>
<th>Office</th>
<th>Telephone Number</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions and Records</td>
<td>(818) 677 3700</td>
<td>Bayramian Hall</td>
</tr>
<tr>
<td>Associated Students</td>
<td>(818) 677-2477</td>
<td>University Student Union</td>
</tr>
<tr>
<td>Student Development</td>
<td>(818) 677-2393</td>
<td>University Student Union</td>
</tr>
<tr>
<td>Career Center</td>
<td>(818) 677-2878</td>
<td>University Hall</td>
</tr>
<tr>
<td>Counseling Center</td>
<td>(818) 677-5552</td>
<td>Bayramian Hall</td>
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<tr>
<td>Financial Aid</td>
<td>(818) 677-2374</td>
<td>Bayramian Hall</td>
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<tr>
<td>Housing</td>
<td>(818) 677 2160</td>
<td>17950 Lassen</td>
</tr>
<tr>
<td>Health Center</td>
<td>(818) 677-3666</td>
<td>Student Health Center</td>
</tr>
<tr>
<td>Outreach/Recruitment and Freshmen Programs</td>
<td>(818) 677-2967</td>
<td>Bayramian Hall</td>
</tr>
<tr>
<td>Transfer Center/Programs</td>
<td>(818) 677-4689</td>
<td>Bayramian Hall</td>
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**College of Arts, Media, and Communication**

<table>
<thead>
<tr>
<th>Office</th>
<th>Telephone Number</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Deans Office</td>
<td>(818) 677-2246</td>
<td>Nordhoff Hall 211</td>
</tr>
<tr>
<td>Student Resource Center/EOP</td>
<td>(818) 677-2024</td>
<td>Nordhoff Hall 135</td>
</tr>
<tr>
<td>Maria Valiton, Director</td>
<td>(818) 677-2024</td>
<td>Nordhoff Hall 135</td>
</tr>
<tr>
<td>Larry Arbino, Coordinator of Advisement</td>
<td>(818) 677-2024</td>
<td>Nordhoff Hall 135</td>
</tr>
<tr>
<td>Marina Gonzalez, EOP Services Adviser</td>
<td>(818) 677-2024</td>
<td>Nordhoff Hall 135</td>
</tr>
<tr>
<td>Department of Art</td>
<td>(818) 677-2348</td>
<td>Art Center 100</td>
</tr>
<tr>
<td>Department of Journalism</td>
<td>(818) 677-3135</td>
<td>Manzanita Hall 210</td>
</tr>
<tr>
<td>Department of Music</td>
<td>(818) 677-3184</td>
<td>Music 116</td>
</tr>
<tr>
<td>Department of Cinema and Television Arts</td>
<td>(818) 677-3192</td>
<td>Manzanita Hall 195</td>
</tr>
<tr>
<td>Department of Communication Studies</td>
<td>(818) 677-2853</td>
<td>Manzanita Hall 220</td>
</tr>
<tr>
<td>Department of Theatre</td>
<td>(818) 677-3086</td>
<td>Nordhoff Hall 110</td>
</tr>
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