Welcome to California State University, Northridge (CSUN)! This advising checklist will guide you through the necessary steps toward a successful first semester at CSUN. Advising and registration for spring 2020 can begin as early as November 1, 2019. Be sure to read this checklist for important details about how to successfully transition to CSUN.

**ACTIVATE YOUR CSUN ACCOUNT**
Set up your CSUN portal account and Gmail as explained in the “Activate Your CSUN Account” email from Admissions and Records, this message was sent to the email address you provided on your admission application. For help accessing your username and/or password visit the Information Technology Help Center. Remember to check your CSUN email account regularly!

**COMPLETE THE TITLE IX- NOT ANYMORE TRAINING**
To promote a culture of respect, raise awareness, and prevent sexual misconduct, all students must complete an online, video-based educational training program. This training must be complete before enrollment into classes by an advisor. The Not Anymore Training link can be found in your CSUN portal, under "MyChecklist". For assistance accessing the link view the Title IX- Not Anymore Training Tutorial.

**COMPLETE THE ONLINE PRE-ENROLLMENT WORKSHOP**
The Online Pre-Enrollment Workshop will serve as academic advisement for new F-1 international students. Meeting with an academic advisor in-person is NOT mandatory for the first semester. However, if students wish to meet with an International Academic Advisor after completing the workshop, they can call 818-677-6968 or email ugs.intladvisor@csun.edu to schedule an appointment.

**COMPLETE THE RESPONSE QUESTIONNAIRE**
The Response Questionnaire informs the international academic advisor of your intention to attend CSUN and lets them know your schedule preferences/restrictions, which they use as a guide when enrolling you into courses. This practice ensures that students have their most preferred schedule, while still being enrolled into degree applicable classes and having at least 12 units to meet their visa requirements. Completion of the Response Questionnaire is required for course enrollment.*

*WITHDRAWAL NOTICE: It is the sole responsibility of the student to notify International Admissions and the International Academic Advisor of their intent to withdraw from classes. Students should declare their intent to withdraw as early as possible, preferably before the semester begins, but no later than the Friday of week 3 each semester. Failure to follow formal withdrawal procedures may result in an obligation to pay fees, the assignment of failing grades on your academic record, and the need to reapply for admission to CSUN.
TAKE YOUR PLACEMENT EXAMS (If Required)

- **Math**: All freshman students are recommended to take the [Math Selection Assessment (MSA)](mailto:mathselectionassessment@csun.edu) to determine their placement in math for the first semester. Some transfer students may also be recommended to take the MSA if they need a more advanced math course than what they have transferred in with. If you are recommended to take the MSA, information will be sent to your CSUN email after you have been enrolled in classes.

- **English/Writing**: Placement into a freshman composition (writing) course will depend on transferable college courses or other external placement exams. If you have external writing placement exams please submit them to the office of International Admissions. There are currently no writing placement exams offered by CSUN. The TOEFL/IELTS exam does not exempt international students from needing to take freshman composition.

- **Chemistry**: Students in Engineering, Computer Science, Math, Health Sciences, or other science majors may need to take the [Chemistry Placement Test (CPT)](mailto:chemistryplacementtest@csun.edu) to enroll in CHEM 101/L. If you are interested in taking this exam you must register by yourself online and it should be taken before the semester begins.

- **Test Exemptions**: Some students may be exempt from the placement exams based on their transfer coursework or other external placement exams. Students who do not take the placement exams (or do not have exemptions) may be placed into lower level prerequisite courses, which can add semesters to their graduation plan. Consult with an advisor if you are unsure if you are exempt from one or more of the placement exams.

SUBMIT FINAL TRANSCRIPTS
Send your final official transcripts to CSUN's office of [International Admissions](mailto:internationaladmissions@csun.edu) as soon as your semester is complete. Transcripts can be mailed, sent electronically, or hand-delivered to CSUN. Freshmen and lower division transfer students must submit final high school transcripts and all students must submit final transcripts from any colleges attended. The document deadline for spring 2020 admission is November 15, 2019.

REVIEW YOUR DEGREE PLANNING TOOLS
Review and become familiar with the tools that outline your degree requirements at CSUN.

- The [University Catalog](mailto:universitycatalog@csun.edu) list all major/degree requirements with course descriptions and explains vital information about university policies and procedures.

- The [Degree Progress Report (DPR)/Planner](mailto:degreeprogressreport@csun.edu) is a live audit, which shows all of your completed course work and all of your remaining degree requirements at CSUN. The DPR is very useful in understanding how your specific course work has been applied towards your degree at CSUN, so that you can plan how long it will take you to graduate.
The Degree Road Map outlines the recommended course sequence to complete each degree in two years for transfer students and four years for freshmen students. The Degree Road Map is a guideline and may not fit each student the same. If you would like to create a personalized graduation plan, you will be able to do so with an academic advisor in your major, beginning the 5th week of the semester.

REGISTER AND ATTEND INTERNATIONAL NEW STUDENT ORIENTATION
The New Student Orientation is mandatory. During this half-day event, we will welcome you to the university, provide additional information to help you transition into CSUN, and provide an opportunity for you to meet fellow international students. International New Student Orientation is on January 15, 2020; you are not required to attend any other orientation days.

PAY YOUR TUITION AND FEES
Tuition for first semester international students is due after enrollment in classes, but no later than January 24, 2020. You can pay tuition online through your portal, by wire transfer, or in person at Cash Services. For more information, visit Student Finance.

UNDERSTAND YOUR HOLDS
All international students will have an "International Advisement Required" hold on their account. The advisement hold requires you to consult with an academic advisor before making changes to your schedule. You are NOT required to get this hold removed.

All international students will have a "Foreign" hold on their account. The International & Exchange Student Center (IESC) places the “foreign” hold as part of your immigration requirements. The “foreign” hold requires you to purchase and submit proof of health insurance to insurance@csun.edu by January 13, 2020, to maintain enrollment in courses. For more information, visit CSUN Health Insurance Requirement.

COMPLETE THE CSU IMMUNIZATION REQUIREMENTS
All international students must submit proof of immunization for the Measles and Hepatitis B (if under 18 years of age). Proof of immunization can be emailed to immune@csun.edu. For more information, visit the Klotz Student Health Center.

UPPER DIVISION WRITING PROFICIENCY EXAM (UDWPE)
All students are required to complete the Upper Division Writing Proficiency Exam (UDWPE) to graduate. You can attempt the UDWPE as early as the semester in which you have 54 units, but no later than the semester in which 75 units will be complete. If you are transferring to CSUN with 60 or more units, then you are should take the UDWPE within your first semester. Students who have not attempted the UDWPE by the completion of 75 units will have a hold placed on their class registration for the following semester. Neither the TOFEL nor the IELTS exam exempt students from the UDWPE.
ENJOY YOUR FIRST DAY OF CLASS!

- Weekday classes begin Tuesday, January 21, 2020.
- Saturday-only and Friday-Saturday classes begin Saturday, January 25, 2020.
- Sunday only classes begin January, 26, 2020.

For a complete list of 2019-2020, important dates, including holidays, visit the [Academic Calendar](#).