

Welcome to the *MCCAMC Student Resource Center & Educational Opportunity Program (EOP) Satellite*. On the pages below you will find the following: the EOP First-Time Freshmen Checklist (FTF), the Pre-Advisement and Registration Information Checklist. 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.**

### EOP First-Time Freshmen Checklist

Mandatory advisement and priority registration for the Fall 2020 semester for EOP First-Time Freshmen begins on June 08, 2020 (depending on eligibility). **The goal is to complete 30 units per year to graduate on time.** 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 as soon as you are admitted. 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**.
- 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>. If utilizing campus parking, it will cost \$8.00 per day. Information is available at <http://www.csun.edu/parking/>. The *2020-2021 University Catalog* will be available online at the following: <http://www.csun.edu/catalog/>. This resource as well as the Fall 2020 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), any other information that you have received from CSUN, 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> 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 2020 (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.
- Refer to [https://www.csun.edu/sites/default/files/ftf\\_checklist.pdf](https://www.csun.edu/sites/default/files/ftf_checklist.pdf) for additional information.
- Fall 2020 weekday classes begin August 24, 2020. Fri/Sat August 22, Sunday-only classes begin August 23, 2020.**

**Pre-Advisement and Registration Information Checklist**

Advanced Placement (AP), International Baccalaureate (IB), CLEP exams and Community College work will be discussed during the First Time Advisement (FTF) and Registration Appointment. Therefore, if you have taken and passed any of these tests, bring a copy of the test scores to your session. If you have attended a community college, bring the unofficial transcript with you.

The Basic Skills Policy states that all FTF must complete all four of the GE Basic Skills requirements by the time they reach **60 units and with a C- or better grade in each course**. Therefore, based on eligibility, students will be placed in the appropriate basic skills writing and math (*or prerequisites*) starting with their first semester. Students must also complete both Oral Communication and Critical Thinking as soon as GE Writing and Math are met and within the first 60 units (refer to CSUN catalog for complete policy details: <https://catalog.csun.edu/policies/basic-skills-policy-undergraduate/>).

**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:

Examination	Score	Units	CSUN Course Equiv.	GE area Applicable
(successful completion of any of the following AP English Exams will complete the GE lower division requirement requirement)				
AP English Language & Comp	3,4,5	6 units	ENGL 115	Basic Skills – A.1 (3 units) + 3 units Univ Electives
AP English Literature & Comp	3,4,5	6 units	ENGL 255	Basic Skills – A.1 (3 units) + Arts& Humanities (3 units)
(successful completion of any of the following AP Math Exams will complete the GE Math requirement)				
AP Math: Calculus AB	3,4,5	3-5 units	MATH103(with 3) 150A(for4,5)	Basic Skills A.3 (3-5 units)
AP Math: Calculus BC	3,4,5	6-10 units	MATH 150A, 150AB(AB+BC*)	Basic Skills A.3 (5 units)
AP Statistics	3,4,5	4 units	MATH 140	Basic Skills A.3 (4 units)
AP Computer Science Principles	3,4,5	6 units	No Equivalency	Basic Skills A.3 (3 units)

• *For complete information on course credit and placement for AP Examinations – please refer to the current University Catalog.*

**Registration and Add/Drop Policies and Deadlines** – As an incoming freshman, 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 are 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: [https://www.csun.edu/sites/default/files/MCCAMC\\_AdvisementGrid-F20.pdf](https://www.csun.edu/sites/default/files/MCCAMC_AdvisementGrid-F20.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 week two, 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 Web Portal. 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 2020-2021 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 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 2020-2021 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 3<sup>rd</sup> 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 2020-2021 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 2020-2021 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 2020-2021 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 2020-2021 University Catalog.*

EOP 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:**

- Statement on 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

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**REMINDER: Please sign this form and bring it to your scheduled Advisement and Registration Appointment.**

### **Fall 2020: EOP First-time Freshmen Advisement Information**

***If you are an EOP student majoring in 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 Mid-May to schedule your advisement and registration appointment. Advisement appointments for First-time Freshmen begin as early as May 26, 2020 for those students who submitted their Intent to Register by the deadline.***

***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.***