

## Spring 2024 Advising Checklist

### First-Time Freshman

**Welcome!** This checklist will help you get started on your academic career at California State University, Northridge (CSUN). Planning for your freshman year is an exciting time. Freshman advisement and registration activities for Spring 2024 begin on **November 1, 2023** and continue throughout the winter break. To be eligible to enroll, you must e-file your [Intent to Register](#), complete [Title IX training](#) and submit your [COVID-19 Vaccine Self-Certification](#). Be sure to read this checklist for more important details, including required academic advising.

#### Activate Your CSUN Account

Set up your CSUN account and email as explained in the “Activate Your CSUN Account” email from the Office of Admissions. This was sent to the email address you provided on your admission application. You will be directed to a webpage to authenticate your identification. Then, you will be able to set your password. For help, visit the [Information Technology Help Center](#). Your CSUN issued Gmail account is the official means of University communication. Use your CSUN email account when contacting CSUN faculty and staff. Be sure to check your CSUN email account regularly for important deadlines and information. Learn more at [Student Email](#).

#### Confirm Your Intent to Register

Confirm your [Intent to Register](#) as soon as you are admitted if you plan to attend CSUN, but no later than the November 1, 2023 deadline. Log into the *CSUN Portal* which is located under *MyCSUN* on the [CSUN homepage](#). Locate *My Checklist* in the *CSUN Portal* and click the *Intent to Register* link to accept your offer of admission.

#### Send Your High School Transcript

Send your final, official high school transcript to the [Office of Admissions](#) as soon as your last semester's grades are posted. If you completed college-level course work at a California community college while in high school, CSUN may be able to request your transcript electronically. Learn more at [eTranscript California](#).

#### Regularly Check for Missing Documents and Tasks

Log into the *CSUN Portal* under *MyCSUN* on the [CSUN homepage](#). Locate *My Checklist* in the *CSUN Portal*, review your *Incomplete Tasks*, and complete those items as soon as possible. For help, see [My Admissions Checklist](#).

## Complete the Title IX-Not Anymore Training

Its purpose is to promote a culture of respect, raise awareness and prevent sexual misconduct. You will meet this requirement by completing an online, video-based educational training program. You may not register for Spring 2024 classes until you complete the online training, so please follow these steps as soon as possible:

- Log into the *CSUN Portal* with your CSUN user ID and password.
- Look for the *Title 9 (T9)* registration hold in *My Checklist* under the *Incomplete Tasks* section.
- Select the *Not Anymore* link in the *Student Records* paragraph to complete the training and remove the registration hold. Visit our *Access Title IX Training [tutorial](#)* for step-by-step instructions if needed.

If, due to personal circumstances, you would like to discuss alternative options for meeting the training requirement, please contact CSUN's Campus Care Advocate and confidential resource at (818) 677-7492.

## Be Sure to Meet the CSU Immunization Requirement

Be sure to meet the immunization requirements by posted deadlines. Go to the Klotz Student Health Center [Immunization Requirements](#) webpage for more information on required immunity for measles, German measles and Hepatitis B.

Additionally, the **CSU COVID-19 Vaccination Policy** requires that all individuals coming to CSU campuses for academic programs, employment or other activities be fully vaccinated, including a booster shot, or exempt from vaccination. Prior to Spring 2024 course registration you will need to [attest to your vaccination status](#). You will find more useful information about the progress of COVID-related University operations and resources at [Matadors Forward](#).

## Make an Appointment for Freshman Advisement and Class Registration

Academic advising sessions begin November 1, 2023 and continue throughout winter break. New freshmen must consult with an [advisor](#) to register for classes. Check out these four options to determine who will be assisting you with mandatory academic advising:

- Most first-year freshmen receive advising, support and enrollment assistance from the [Matador Advising Hub](#). Be sure to regularly check your CSUN Gmail for important messages from the Hub, including a pre-registration questionnaire and a link to sign up for a freshman registration workshop.
- Incoming [EOP](#) freshmen are served by the [Student Services Center/EOP Satellite](#) housed in their respective academic college. Exploratory EOP freshmen are served by the [EOP Exploratory Advisement Coordinator](#).

- Students participating in the [Liberal Studies Integrated Teacher Education Program \(ITEP\)-Freshmen Option](#) are served by the [Department of Interdisciplinary Studies and Liberal Studies](#). Students majoring in all other options of Liberal Studies are served by the [Matador Advising Hub](#) throughout their first year at CSUN.
- Student athletes are served by the [Matador Achievement Center](#).

Before your appointment, you should prepare a tentative class schedule to review with your advisor. Consider accepting the [Matador Academic Challenge](#) by enrolling in 15+ units. Research shows that freshmen who attempt 15+ units have higher graduation rates and higher GPA's. Remember that the schedule you create is just for practice and your advisor will provide feedback. Visit [Student Success](#) for helpful tips and resources that promote achievement, persistence and timely graduation.

You should make a list of questions about [your major](#), [General Education](#), [Financial Aid and Scholarships](#), [Housing](#), etc., to ask during your appointment. Have your CSUN user ID and password available so that you can log into the *CSUN Portal* and the *SOLAR Student Center* with your advisor.

### **Review the Online University Catalog Prior to Your Advising Session**

The [University Catalog](#) describes every major, all courses CSUN offers, and provides vital information about degree requirements, academic policies and University rules.

### **Browse the Schedule of Classes and Use Registration and Degree Planning Tools**

Learn about [Class Search](#), [CSUN Portal](#), [Degree Planning Tools](#) and more with our [How To Guides](#). For information on registration dates, see the [Registration Calendar](#).

### **Find Out if You Need Additional Department Exams**

The [Math Placement Test](#) (MPT) and/or [Chemistry Placement Test](#) (CPT) may be required for students pursuing STEM-based majors. Music majors may be required to take a [placement exam](#). Your advisor can provide guidance.

### **Attend Your Mandatory Academic Advising and Class Registration Appointment**

Academic advising sessions are offered in-person, by phone and virtually. Be sure you have uninterrupted access to a computer with internet for [Zoom](#) advising sessions. If you do not have access, please request an in-person or phone advising session. Your first semester advising and [class registration](#) session will last between two to three hours. Remember that you can always use your CSUN issued Gmail account to send follow up questions to your advisor.

Don't forget to mention any Advanced Placement (AP) exam scores and/or community college course work completed during your advising appointment. Your advisor needs to know if you have additional college credits that may transfer to CSUN and satisfy degree requirements.

### **Pay Your Tuition and Other Fees on Time**

Payment is due when you register for classes, but no later than the deadlines published in the [Fee Payment Schedule](#). Deadlines vary by registration date. If you do not pay on time, you will be dropped from courses. Get details on tuition and other fees, installment plans and more at [University Cash Services](#). If you are a financial aid recipient, check out the [anticipated aid tutorials](#).

Remember that it is your responsibility to withdraw from classes if you decide not to attend CSUN. Failure to follow [formal withdrawal procedures](#) may result in an obligation to pay fees, the assignment of failing grades, and the need to reapply for admission to the University. Advisors are available to help you if you need to withdraw from classes.

### **Sign Up for Mandatory New Student Orientation**

Sign up for mandatory New Student Orientation, held before the start of classes. This program will introduce you to the University, provide useful information, and connect you with other members of the Spring 2024 freshman class. To register, call (818) 677-4100 or go to [New Student Orientation](#) webpage.

### **Have Fun Attending Your Classes!**

Spring 2024 classes begin Monday, January 22, 2024. Saturday-only and Friday-Saturday classes begin January 20, 2024. Sunday-only classes begin January 21, 2024. Be sure to find time to connect with your faculty during office hours. Don't forget to log into [Canvas](#), CSUN's online learning management system, to begin interacting with your faculty and CSUN classmates.

**Best wishes for your first semester at CSUN from the Office of University Advising!**