Slide 1: California State University, Northridge
UGS- Office of International Academic Advisement
Online Pre-Enrollment Workshop
Fall 2019

Slide 2: What we'll cover

Important Contacts
Pre-Enrollment Steps
The Enrollment Process
Post Enrollment Steps
Entrance Placement and Exams
Responsibilities & Expectations
Academic Dishonesty and Plagiarism
Challenges and Resources
2nd Semester Advisement

Slide 3: Important Contacts

There are 3 international offices who will assist you as you transition to CSUN:

- International Admissions
- International and Exchange Student Center
- UGS- International Academic Advisement

Slide 4: (Located in Bayramian Hall- BH 160) International Admissions

- Issues the Admissions packet
- Issues the initial I-20
- Processes foreign transcripts
- Processes letter request forms

Slide 5: (Located at the University Student Union) International & Exchange Student Center (IESC)

- Enforces immigration requirements
- Helps with visa and immigration issues
- Approves employment & practical training
- Host social & cultural events

Slide 6: (Located in the Extended University Commons- EU 150) International Academic Advisement

- Enrolls you into 1st semester courses
- Provides major advisement
- Provides placement exam information
- Assist with transition into the second semester

Slide 7: Your class schedule will be sent to your CSUN email and show in your MyNorthridge Portal. Go to the CSUN home page to login to each account.

You should check your CSUN email and the “My Checklist” portion of your portal frequently.
Within your portal under "My Checklist" you will find your holds. Some holds must be removed your first semester while others do not.

- **Title 9 hold**: All CSUN staff and students are required to complete "Not Anymore" an online, video-based, violence prevention program. You will have a registration hold placed on your account until the "Not Anymore" (Title 9) course is complete.

- **International Advisement hold**: Since an advisor will enroll you for the first semester, in-person advisement is not mandatory and students are NOT required to get this hold removed. This hold will be removed when it is time for you to register for your second semester.

- **Foreign hold**: The foreign hold is placed by IESC for proof of health insurance. Having health insurance is an important part of maintaining your student visa. If you have not purchased insurance please do so by visiting JBC Insurance. Once purchased, email verification of health insurance to insurance@csun.edu, so that your foreign hold can be lifted. The deadline to submit proof of health insurance is Friday, August 2, 2019. Students who do not comply are subject to withdraw from CSUN fall 2019 courses. For more information on about the health insurance option offered by CSUN, visit International Health Insurance Requirement.

### Slide 9: Pre-Enrollment Steps

All first-time F-1 undergraduate international students will be enrolled by an advisor for their first semester.

International students do not need to register/enroll themselves, however they must complete the following Pre-Enrollment Steps.

1. Complete your Not Anymore online training.
2. Complete this Online Pre-Enrollment Workshop
3. Complete your Response Questionnaire.

### Slide 10: Response Questionnaire

The questionnaire:

- Tells us you are interested in attending.
- Tells us your schedule preferences.
- Tells us if you have any schedule restrictions.
- Reserves you a seat in classes, but does not obligate you to attend CSUN.

### Slide 11: Response Questionnaire Tips

- For the best placement in classes, complete your Response Questionnaire within two weeks of receiving your welcome letter.
- Both freshman AND transfer students must select general education (GE)
- If you are not sure what a GE subject is about, look up some of your options on the CSUN Catalog and read the course descriptions.
- Read the statement at the end of your Response Questionnaire thoroughly. Understand that by checking the acknowledgment box you are agreeing to the registration practices and processes at CSU Northridge, including the schedule change request limitations and deadlines.

### Slide 12: The Enrollment Process

### Slide 13: How can I enroll in classes for the first semester?

You will be enrolled by an advisor for the first semester. This is a great benefit because:
This process is easier for students who are still abroad.
Advisors make sure you are in at least 12 units as required by your visa.
Advisors can go around holds that you would not be able to.
Advisors are familiar with detailed degree requirements including general education, major courses, exams, auditions, portfolios, and/or course substitutions that you might be unfamiliar with.
This process allows you to focus on other tasks such as exams, finding housing, finalizing immigration requirements, etc.

You will be able to enroll yourself for the 2nd semester.

Slide 14: How are my classes chosen?

Classes are chosen based on:

- Degree requirements based on consultation with your major department
- General Education requirements
- Review of transfer coursework listed on your Degree Progress Report (DPR)
- Review of exam scores
- Preferences that you provide on the Response Questionnaire

Once an advisor creates your schedule you will have an opportunity to review it and discuss any questions and or concerns you may have.

Slide 15: Where can I find my degree requirements?

Individualized degree requirements can be found on your Degree Progress Report (DPR). Your DPR is a document that contains all course work evaluated by Admissions and Records and all remaining requirements at CSUN. The DPR is divided in order by GE, major, and additional courses.

- General Education (GE) courses are meant to help you develop “broad knowledge of skills in multiple areas”. The areas includes Freshmen Composition, GE Math, Critical Thinking, Speech, Natural Sciences, Social Sciences, Arts & Humanities, Comparative Culture, US Government, and US History. **General Education is mandatory.**
- Lower division GE (100-200 level) are typically taken Freshmen/Sophomore year.
- Upper division GE (300-400 level) are typically taken junior/senior year.

**GE Policy**

- Major courses are specific to your degree, option, and catalog year.
- Additional courses include electives or courses, which do not fulfill a GE or major requirement. Courses that do not fulfill GE or major can include some pre/corequisites or non-equivalent transfer coursework.

When reading the DPR:

- “OK” means that the section is complete and the course you took will show with a grade.
- “NO” means one or more requirements are missing. A minus (-) sign will show next to the missing requirement and a list will show the class options available to complete the requirement.
- “IP” means the class is in progress and the plus (+) sign indicates the requirement will be complete once the passing grade comes in.

To download a DPR please review steps 1-6 in the [DPR How to Guide](#).

Slide 16: Can I change my schedule after an advisor has enrolled me?
Schedule changes can be requested through Friday of week 1.

**Before the deadline**

You can make a request to change your schedule by emailing ugs.intladvisor@csun.edu with your name, ID number, and the specific change that you would like to make. When requesting a change in your first semester please note the following limitations:

- The advisor must determine if the course is required for graduation and if you meet the prerequisites. If the course is approved by your advisor they will adjust your schedule for you.
- You cannot be added to the waitlist during the first semester, the class must be open or you must have a permission number.
- No schedule changes (swaps/adds) will be permitted after the end of the first week of classes, unless special circumstances require an exception. Some drops may be allowed up until week 3 if your schedule permits it.

**After the deadline**

We want our students to have a strong, stable start to their first semester. Adding a class late and missing class sessions can cause you to start behind in class, therefore there must be a legitimate reason for schedule changes after the deadline. If you have a problem with a class, it is important that you bring it up before the end of week 1.

- The full schedule change process/procedure for the first semester is outlined here Pre-Enrollment Schedule Change Process.

**Slide 17: Post Enrollment Steps**

Important Post-Enrollment Steps:

- Review and confirm your class schedule in your MyNorthridge Portal. Email and advisor if you have questions/concerns.
- Clear foreign hold by purchasing health insurance.
- Submit final documents such as transcripts/test scores
- Attend International Student Orientation

**Slide 18: Important Documents**

The document deadline for spring 2019 F-1 applicants is November 15th. Official documents should be submitted to International Admissions.

Official documents include:

- High school transcripts
- Transcripts from all institutions attended with final grades. If you turned in transcripts while your classes were in progress or before registering for summer/winter you may need to turn in a new set once your final grades are in.
- Any AP, Level-A, IB, SAT, ACT, or other test scores

Not having up-to-date documents can result in being placed into classes that you have already taken or delay enrollment in higher level classes that require your transcripts/test scores as prerequisites.

**Slide 19: New Student Orientation**

Is orientation Mandatory?
Yes! All students should plan to attend New Student Orientation. Attending orientation is one of your required steps for immigration.

Which Orientation do I go to?
- International students are only required to go to the International Student Orientation scheduled for the Thursday before school begins. Please disregard notices to attend any other orientation day.

**Slide 20: Placement Exams**

Placement exams are required for most freshmen and recommend for some transfer students. If you are required or recommended to take a placement exam you will be notified by your International Academic Advisor.

Students may be exempt from placement exams via the following methods:
- SAT or ACT scores
- AP, IB, Level-A, or CLEP scores
- Transfer coursework from an approved college or university

Be aware the TOFEL or IELTS exam DOES NOT exempt you from placement exams

If students are not exempt up entrance to the university, they may be required or recommended to take the following placement exams:
- Directed Self Placement (DSP) for writing. If you are recommended to take DSP you will receive an email from your academic advisor before the semester begins.
- The Math Selection Assessment (MSA) for math. The MSA is highly recommended for students in the STEM (Science, Technology, Engineering, and Math) majors. If you are required or recommended to take the MSA you will receive a notification to your CSUN email, from the MSA instructor, after you have been enrolled in classes. You will also have the opportunity to practice for the MSA online before taking the official proctored exam offered during the two weeks before the semester begins.

Unless exempt, students who do not take their exams will be placed into the lowest level Math and/or freshman writing class.

**Slide 21: Additional Exams**

Depending on your major or class standing, some students may need additional exams, which can be taken through our testing center. Please consult with your advisor before registering for any additional exams. Some of these exams include:

**Math Placement Test (MPT)**
- The MPT can be used for scoring into college level math up to calculus.
- Students must already be complete with developmental Math and writing before attempting the MPT.

**Chemistry Placement Test (CPT)**
- The CPT is required for students to take CHEM 101/L if they have not already passed CHEM 100 with a "C" or higher at CSUN.

**Upper Division Writing Proficiency Exam (UDWPE)**
- The UDWPE is a graduation requirement for all students. This exam should be attempted after 56 units, but before 75 units, therefore most transfer students will need to attempt this exam during their first semester.
For more information, visit the Testing Center.

**Slide 22: Student Responsibilities and Expectations**

- Check your CSUN email frequently.
- Attend all classes and be on time. If you cannot make it to class notify your professor via email. This is especially important in week 1, since if you do not receive consent to miss class during the first week, your professors can fail you or ask you to drop the class.
- Notify your advisors before the week 1 deadline if you want to swap or add a course.
- Notify your advisor as soon as possible if you want to drop a course. Do not simply stop attending.
- Pay your tuition fees on time. Tuition is due by the Friday of the first week of classes.
- Expect to be challenged, CSUN is a new environment with new rules, therefore it may take time to adjust. Just remember your advisors are here to help. Notify your advisor and/or professor as soon as possible if you need any help. CSUN has plenty of mind, body, and academic, support to offer you!
- Abide by the Student Code of Conduct. It is unacceptable to engage in behavior that is seen as disorderly, obscene, and/or threatening. Some examples of unacceptable behavior include cheating/plagiarism and any academic dishonesty, yelling, intimidation techniques, refusing to leave an office, or stalking faculty or staff.*

*Failure to do the above can result in receiving failing grades and/or may affect your ability to continue at CSUN. Depending on the nature of the offense, the police, Counseling Center, Student Affairs representative, and/or embassy may be called to address the issues. Student Code of Conduct policy.

**Slide 23: Academic Dishonesty and Plagiarism**

Not knowing is never an excuse.

Academic Dishonesty typically refers to "cheating". Some types of academic dishonesty can include:

- Looking at another student's paper/monitor during an exam.
- Sharing information that will be on a test you've already taken with another student.
- Sharing an exam or homework answers with another student.*
- Using notes on a test or looking up answers when not permitted.

Plagiarism typically refers to borrowing work from someone or something and presenting as your own original work. Some types of plagiarism can include:

- Having someone else write a paper/complete an assignment for you).
- Copying and pasting information without using proper citations.
- Even using a paper you wrote for a previous class and submitting it to a different instructor as a new assignment (this is called plagiarizing oneself).

All of the above are considered cheating. This is not acceptable at US institutions and can result in failed assignments, failing the class, or being reported to a higher official. Every assignment you submit must be your own and original.

*Some professors might allow or require students to work together on a project/assignment, however most exams, homework, and written papers should be done by yourself. If you are unsure of how much collaboration or sharing is allowed on an assignment ask your professor. If you are unsure of how to properly cite sources ask your professor or visit the writing lab in the library.
### Slide 24: Challenges and Resources

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<tr>
<th><strong>Culture Shock:</strong> You may feel overwhelmed by the change in customs from your home country and the US, this can be stressful and at times frustrating.</th>
<th>Suggestion: Consider joining a club or organization. Ethnic or religious based clubs can help you feel closer to home and social clubs, like the International Student Association can help you adjust to US culture.</th>
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<td><strong>Language Barriers:</strong> Some international students are still working on their English language skills when they arrive in the US. This is normal since learning a new language can be very difficult, perfecting it takes time.</td>
<td>Suggestion: If you need more English practice grab a friend and go to Conversation Swap, a weekly event where international students practice their English language skills with native speakers.</td>
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<td><strong>Friendly Advice:</strong> Friends may encourage you to skip class, violate rules (cheat), or give you incorrect information about degree requirements and/or university policies. Even good friends sometimes give wrong advice.</td>
<td>Suggestion: Always go to the experts (professors, advisors, administrators). We are glad to answer any questions you have.</td>
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<td><strong>Academic Disappointment:</strong> The first two semesters can sometimes feel like the hardest. It is normal to struggle with courses as you adjust to this new experience. Sometimes students become disappointed with their grades and give up.</td>
<td>Suggestion: Don't give up! There are many free academic resources at CSUN to help you. Speak to us about it and consider using one of the many free tutoring resources available, like those at the Learning Resource Center (LRC).</td>
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<td><strong>Homesickness:</strong> Missing home is normal for both resident and international students. Students can feel very lonely or sad being away from parents, friends, pets, or even home cooked food.</td>
<td>Suggestion: Students should speak with someone if these feelings persist. Consider attending I-Care an International Academic Support Group or University Counseling Services, to help find ways to manage these feelings.</td>
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<td><strong>Financial Difficulties:</strong> Independent living and money management are difficult for most new students.</td>
<td>Suggestion: Be mindful of how you spend. Consider getting a job on campus or attending one of CSUN’s money management workshops to help you with your finances.</td>
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### Slide 25: 2nd Semester Advisement

- Students will be able to register themselves for the 2nd semester and on.
- The International Academic Advisement Office will send students an email notification when it is time to plan for next semester (typically starting week 5).
- We will host workshops to help students prepare to register themselves and get advisement holds such as "International Advising Mandatory" or "2nd Semester Freshmen" removed.
- Make sure to check your CSUN email regularly to receive these communications. After the semester begins we will no longer use your personal email.

### Slide 26: Welcome to the CSUN community! To finish this workshop, click here Workshop Completion Survey. For questions email ugs.intladvisor@csun.edu. For additional updates and campus events you can visit...