



CALIFORNIA
STATE UNIVERSITY
NORTHRIDGE

Spring Advising Checklist First-Time Freshman

Welcome! This checklist will help you get started on your academic journey at California State University, Northridge (CSUN). Your freshman year is an exciting time! It starts with freshman advisement and registration activities in **early November** and continues through the summer.

Before Meeting with Your Academic Advisor

Activate Your CSUN Account

If you haven't already done so, [set up your CSUN account](#). You'll need it to access your CSUN Portal and CSUN Student Gmail. For assistance, visit CSUN's [Information Technology \(IT\) Help Center](#).

Your CSUN-issued Gmail account is our official means of University communication. Check it regularly for important deadlines, messages from your advisors and professors, invitations, etc. Use it to help verify your identity when emailing faculty and staff. Learn more at [Student Gmail FAQ](#).

Submit Your Intent to Enroll

[Log in to submit your Intent to Enroll](#) before the [intent deadline](#) to accept your offer of admission and receive important communications, such as an invitation to meet with your academic advisor.

Send Your Final High School Transcript

Have your high school send your final, official high school transcript to the CSUN Office of the Registrar as soon as your last semester's grades and graduation date are posted. If you completed college-level course work at a California community college while in high school, CSUN can often request your transcripts electronically, but sometimes you'll need to request them. Learn more at [eTranscript California](#).

Regularly Check for Missing Documents and Tasks

[Log in to the CSUN Portal](#) and review your Checklist regularly for Incomplete Tasks such as a registration hold or missing transcript. Complete those items as soon as possible to clear the way to enroll in classes. For help, visit [My Admissions Checklist](#).

Complete Mandatory Title IX “Not Anymore” Training

All students complete Title IX training to promote a culture of respect, raise awareness and prevent sexual misconduct. You must complete CSUN’s video-based educational training program before you can enroll in classes. So, follow the steps in the [Access Title IX Training tutorial](#) to complete “Not Anymore” as soon as possible and clear the registration hold.

If personal circumstances make the training uncomfortable, please contact a [CSUN Campus Care Advocate](#), a confidential resource, at (818) 677-7492 to discuss an alternative way to complete it.

Make an Appointment for Freshman Advisement and Registration

Academic advising sessions begin in **early November**. As a new freshman, you must [meet with an advisor](#) to register for classes. Find the center that will be assisting you with mandatory academic advising and enrollment:

- [COLLEGE of ARTS, MEDIA, AND COMMUNICATION](#): The following majors will be advised by the Student Services Center/EOP Satellite housed in the Mike Curb College of Arts, Media, and Communication: ***Communication Studies, Journalism, Music, and Theatre***.
- [COLLEGE OF BUSINESS AND ECONOMICS](#): The following majors will be advised by the Student Services Center/EOP Satellite housed in the David Nazarian College of Business and Economics: ***Management and Marketing***.
- [COLLEGE OF HUMANITIES MAJORS](#) will be advised by the Student Services Center/EOP Satellite housed in Humanities. New ITEP freshmen will be served by the Interdisciplinary Studies and Liberal Studies Department advisors (see below).
- [COLLEGE OF SCIENCE AND MATHEMATICS MAJORS](#) will be advised by the Student Services Center/EOP Satellite housed in this College.
- [COLLEGE OF SOCIAL AND BEHAVIORAL SCIENCES](#): The following majors will be advised by the Student Services Center/EOP Satellite housed in the College of Social and Behavioral Sciences: ***Criminology and Justice Studies; Psychology; and Sociology***.
- [EDUCATIONAL OPPORTUNITY PROGRAM \(EOP\)](#): Incoming EOP freshmen are served by the Student Services Center/EOP Satellite housed in their respective academic college. Exploratory EOP students are served by the [EOP Exploratory Advisement Coordinator](#).
- [LIBERAL STUDIES and ITEP FRESHMEN](#): ITEP students 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 advised in the [MATADOR ACHIEVEMENT CENTER](#).
- **DEAF AND HARD-OF-HEARING COMMUNITY MEMBERS** are advised by both their appropriate academic advisor and [NCOD: Deaf and Hard of Hearing Services](#).
- **ALL OTHER FIRST-YEAR FRESHMEN** will receive advising, support and enrollment assistance from the [MATADOR ADVISING HUB](#).

Prepare for Your Advising Session

Come Prepared!

To make the most of your time with your advisor, try exploring these resources beforehand:

1. Browse the online [University Catalog](#), which describes every major, careers in that major and all CSUN courses. It provides vital information about degree requirements, academic policies and University regulations.
2. Explore [Class Search](#), the [Degree Planning Tools](#), and the Student Center with the [How-To Guides](#).
3. Create a tentative class schedule to review with your advisor. The schedule you create is just for practice, and your advisor will review it with you.

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. Visit [Student Success](#) for tips and resources that promote achievement, persistence and timely graduation.

4. Prepare questions about your major, [General Education](#), [Financial Aid and Scholarships](#), [Housing](#), and whatever else you'd like to know.
5. Bring your CSUN user ID and password to log in to the CSUN Portal and the SOLAR Student Center.

During Your Advising Appointment

Attend Your Academic Advising and Class Registration Appointment

You can attend your **mandatory** academic advising session in-person, by phone or virtually. For [Zoom](#) advising sessions, be sure you have uninterrupted access to a computer with internet. Check out [CSUN's device loaner program](#).

Your first-semester advising and [class registration](#) session will last about two or three hours.

Remember, you can always use your CSUN Gmail account to ask your advisor follow-up questions.

Find Out if You Need a Department Exam

- If your major is STEM-based, you may be required to take the [Chemistry Placement Test \(CPT\)](#). STEM-based majors may take the [Mathematics Diagnostic Test \(MDT\)](#) to place at the highest possible level of the calculus sequence. Please **do not sign up for CPT or MDT** unless your advisor recommends it.
- Music majors are required to take a [music placement exam](#) unless otherwise advised by the Music Department.

Tell your advisor about any Advanced Placement (AP), other exam scores and/or community college course work you completed during high school. Your advisor will know if you can transfer [additional college credits](#) to CSUN to satisfy degree requirements!

After Your Advising Appointment

Pay Your Tuition and Other Fees on Time

Payment is due when you register for classes, but no later than the [payment due date](#). If you miss the deadline, you will be dropped (disenrolled) from one or more courses.

Find tuition and other fees, installment plans and more at [University Cash Services](#). If you are a financial aid recipient, your enrollment is protected until you receive your aid package *if you've turned in all documents*. Learn more at [how to submit documents and anticipated aid tutorials](#).

Important! If you decide not to attend CSUN, [drop your classes](#). 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. Your advisor can help 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. Connect with other incoming freshmen, learn about the University and receive a warm welcome to the Matador family! Call (818) 677-4100 or email orientation@csun.edu with questions.

Meet the CSU Immunization Requirement

Be sure to meet the [immunization requirements](#) by the posted deadlines. Go to the [Klotz Student Health Center](#) page for more information and updates on required immunity and immunizations.

Visit [CSUN COVID-19](#) for useful information about university operations and resources.

Have Fun Attending Your Classes!

Review your class start times and locations before your first week begins!

- Find exact dates in the [Registration Calendar](#) and [view your class schedule in the CSUN Portal](#).
- Check your [CSUN Gmail](#) for course instructions from your professors. They hold office hours to meet with you, their students. You'll find their contact information in the [CSUN Directory](#).
- Many professors use CSUN's Canvas learning management system. [Log in to Canvas](#) to view your professor's syllabus and begin interacting with classmates. Helpful: [Canvas Guides](#)
- Do you have a preferred first name or pronoun? Share it with your professors and classmates by logging in to the CSUN Portal to [update your personal information](#).

**Best wishes for your first semester at CSUN
from the Office of University Advising.
We're here for you!**