

Spring 2024 Advising Checklist First-Time Transfer

Welcome! This checklist will guide you successfully through your first semester at California State University, Northridge (CSUN). It's an exciting time, but it can be confusing. University policies and requirements may differ from those of your previous institution. This list of important first steps will help smooth your transition.

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 sent to the email address you provided on your admissions application. You will be directed to a webpage to authenticate your identification. Then, you will be able to set your password. For login 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* and click the *Intent to Register* link to accept your offer of admission.

Make Sure the Office of Admissions Receives Your Final, Official Transcripts

Make sure the [Office of Admissions](#) receives your final, official transcripts as soon as your Fall 2023 grades are posted. If you are transferring course work from a California community college, CSUN may be able to request your final 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*, and review your *Incomplete Tasks*. Learn more at [My Admissions Checklist](#).

Prepare to Register and Remember Important Dates

Beginning in mid-October 2023, check your CSUN issued email account for Spring 2024 registration information.

You can also visit the [Registration Guide](#) and [Registration Calendar](#) for registration news and dates. Your personal registration appointment and any holds display in *My Checklist*. Beginning with your enrollment day and time you may register for classes online through the *CSUN Portal*.

Enrollment is limited to 17 units throughout the Spring 2024 registration period. You are encouraged to make every unit count by enrolling in courses required for your degree so you stay on track to graduation. The [Degree Planning Tools](#) will help (see [prepare for your academic advising appointment](#) below).

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 registration you will need to [attest to your vaccination status](#). You will also find other useful information about the progress of COVID-related University operations and resources at [Matadors Forward](#).

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 academic policies and University regulations.

Make an Appointment with Your Academic Advisor

Students who seek advisement before registering are more likely to enroll in the courses they need and avoid errors that can cost time and money. Meeting with an academic advisor is the best strategy for a timely graduation. Advising is currently being provided 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. Remember that you can always use your CSUN issued Gmail account to send follow up questions to your advisor.

Visit the [Undergraduate Studies](#) webpage for important academic advising information. Click on [I'm a New Transfer](#) to find an academic advisor for your academic college and major. Remember, University policies and deadlines will differ from those of your previous institution; your advisor will help with the transition.

Academic advisement is strongly encouraged for all transfer students; some majors require it. If your major requires advisement before registration, you will have an advisement hold. The hold will be cleared only when you meet with your advisor. To view registration holds, log into the *CSUN Portal* with your CSUN User ID and Password, locate *My Checklist* and review the *Incomplete Tasks* section.

Prepare for Your Academic Advising Appointment

Be sure to gather your unofficial transcripts for all courses taken at a community college or another four-year university and bring them to your advisement meeting.

Use the audit component of [Degree Progress Report \(DPR\) and Planner](#) to check placement of your transfer courses into CSUN major and degree requirement sections. Your advisor can assist you with learning to use this and other degree planning tools.

If your transcripts have not yet been evaluated, your transfer courses will not display on your DPR and Planner. You may visit www.assist.org to find California community college and CSUN course equivalents. Bring a list of these courses with you to your advising appointment.

Prepare Questions and a Tentative Class Schedule to Review with Your Advisor

Review the [Degree Road Map](#) for your major for the suggested sequence of classes. [AA-T and AS-T Degree Road Maps](#) (also referred to as STAR Act) are available as well. Use [Class Search](#) and [Registration Planner](#) to look up courses. Registration Planner is a tool that generates all possible schedule combinations for the classes you want. Select and print a few favorite schedules before your advising session to share with your advisor.

For help navigating [Class Search](#), [Registration Planner](#), the [CSUN Portal](#) and more, see the [How To Guides](#).

Find Out if You Need a Department Exam

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.

Register for Classes

As a transfer student, you may [register for classes](#) beginning with the date and time posted in *My Checklist* if your holds are resolved. Registering on your assigned date will give you the best selection of classes and times. Access to the online registration system begins with your assigned priority date and time. Students may wait list for closed classes beginning with their registration appointment through Sunday, January 28, 2024. Permission numbers are required to add classes during the second through twelfth weeks of instruction, beginning Monday, January 29 and ending Friday, April 19, 2024. The last day to drop classes online is Friday, February 16, 2024. Students are strongly encouraged to finalize their class schedule no later than Friday of the fourth week of each semester.

Consider accepting the [Matador Academic Challenge](#) by enrolling in 15+ units. Research shows that students who attempt 15+ units have higher graduation rates and higher GPA's. Visit [Student Success](#) for helpful tips and resources that promote achievement, persistence and timely graduation.

Pay Your Tuition and Other Fees on Time

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

Sign up for New Student Orientation to learn about the University, network with faculty, staff and students in your major and receive useful information about resources and services. CSUN

offers in-person and online orientation experiences specifically for incoming transfer students. Call (818) 677-4100 or go to the [New Student Orientation](#) website to register.

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, 2023. 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!