

Advising Resource Center/EOP

Explore...Discover...Decide

Welcome to the Advising Resource Center/EOP. On the pages below you will find the following: the First-Time Freshmen Checklist (FTF), and 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 **Explore Workshop** in ARC/EOP. Call our office to sign up for an **EXPLORE WORKSHOP** (818.677.2108). **Be sure to bring the signed STUDENT ACKNOWLEDGEMENT SIGNATURE FORM to your scheduled Explore Workshop.**

FIRST-TIME FRESHMEN CHECKLIST

Mandatory advisement for the Fall 2018 semester for first year students begins on Monday, July 9th, 2018. Following these steps will make your first semester at CSUN a rewarding one:

- Contact the **Advising Resource Center/EOP (office for Explorer students)** to sign-up for an **EXPLORE WORKSHOP**. ARC/EOP is located in Bayramian Hall, Room 210 (818-677-2108). If you have declared a major other than **Exploratory**, contact your major department for registration information.
- Activate your CSUN User ID and initial password.
 - If you have issues activating your account contact CSUN's Information and Technology Help Center at (818) 677-1400.
- Complete your "**Title IX Training**" through your CSUN Portal:
 - Title IX Training can be located under "My Checklist">"Incomplete Tasks">"Not Anymore" link. Note: It takes approx. 24 hours for this hold to clear. You will **NOT** be able to register for Fall 2018 courses until the online training has been completed.
 - For help accessing the Title IX Training visit <https://www.csun.edu/admissions-records/access-title-ix-training>
 - For more info. about Title IX Training visit <https://www.csun.edu/eqd/title-ix-gender-equity-and-sexual-misconduct>.
- If you are required to participate in the Early Start program you **MUST** sign up by the appropriate deadline, July 3rd. Visit <http://www.csun.edu/admissions-records/early-start-program> for more information
- If possible, bring your own personal laptop (fully charged), for us to help you enroll in classes.
- Arrive early to campus give 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 for a full one day parking pass. Remember: **If you are late, you will be rescheduled.**
- The University Catalog online is available at <http://www.csun.edu/catalog>. The CSUN catalog is an important tool when registering for classes so please become familiar with it.

This resource along with the Fall 2018 semester Schedule of Classes are available online through myNorthridge Portal.

- The **EXPLORE WORKSHOP** can run between two to three hours, and is designed to accommodate **students only**. Your parent/guest/s are welcome to stay in our reception area.
- You must bring your “Activate Your CSUN Account” email from admission and records, which has your CSUN I.D., and your myNorthridge Portal User Account name, along with your password to the **EXPLORE WORKSHOP**. **You will not be able to register for your classes without this information.**
- If you have taken and passed any Advanced Placement (AP) or International Baccalaureate (IB) exams, bring a copy of these test scores and/or inform the **EXPLORE WORKSHOP** facilitator.
- If you have taken any courses at a community college, please bring the transcripts with you and/or inform the **EXPLORE WORKSHOP** facilitator.
- Go to the ARC/EOP website <http://www.csun.edu/csun-eop/arceop>** , read the **Pre-Advisement and Registration Information Checklist**, **print and sign the STUDENT ACKNOWLEDGEMENT SIGNATURE FORM**. You must have this for entrance into your scheduled **EXPLORE WORKSHOP**. Please note that if you forget to bring the form you will **NOT** be allowed to attend the Explore Workshop and you will have to reschedule.
- Make a list of questions you may have regarding major exploration, General Education, financial aid, housing, etc. so that you can ask the advisor during your appointment.
- Log in to the myNorthridge web portal at <https://www.csun.edu> on a weekly basis as e-mail is the primary source of communication for the campus. You will be using the myNorthridge 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).
- Sign up for the New Student Orientation on-line: www.csun.edu/nso. The dates for Undecided students are: **August 8th, 17th, 20th and, 24th, 2018.**
- Fall 2018 classes begin Monday, August 27th, 2018 (Saturday classes begin August 25th).**



Pre-Advisement and Registration Information Checklist

- Early Start** - The California State University (CSU) system recently enacted a policy known as "Early Start," requiring incoming **first-time freshmen** who do not demonstrate readiness for college-level **math** and/or **writing course** to begin remediation during the summer before enrolling in the CSU. The goal of Early Start is to better prepare students in math and writing course before their first semester, thereby improving their chances of completing a college degree. Unless exempt, you must attend the CSU Early Start Program in **Summer 2018** in order to enroll in **Fall 2018** classes at your destination campus (i.e., the campus you will attend in Fall 2018). For more information about the CSU system-wide program, see www.csusuccess.org/earlystart.
- CSU Executive Order (EO) 1100**. EO 1100 requires that students earn a "C-" or better in all of the Basic Skills courses (Analytical Reading and Expository Writing, Critical Thinking, Mathematics, and Oral Communication) at every CSU campus.
- 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.
- International Baccalaureate (IB)**
International Baccalaureate (IB) courses designated as Honors Courses on the UC/CSU "A-G" college preparatory subjects list are awarded extra grade points for computation of the high school GPA. To be awarded advanced standing credit for successful performance, the IB test must be higher level (HL) and have a score of 4 or higher. IB tests with standard level (SL) or any other designator are not acceptable as college-level. Transcripts, certificates or diplomas with IB test results should be sent to Admissions and Records.
- *For information on course credit and placement for other AP and IB Examinations – please refer to the [University Catalog Online](http://www.csun.edu/catalog) www.csun.edu/catalog.*
- Registration Deadlines** – As an incoming freshman you are required to attend your advisement appointment in order to clear your registration hold (students cannot enroll in classes without clearing their registration hold by seeing an academic advisor). Advisement for first time freshmen starts as early as July 9th. Here 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. There are a variety of holds you could encounter: advisement holds, health center holds, holds related to missing documents, etc.
 - **Make sure that your tuition is paid by the deadline stated on your myNorthridge Portal or you will be dis-enrolled from your courses.**
- Add/Drop Policies** – Students are only eligible to adjust their schedule (add classes, drop classes, or change the basis of grading) during the first 3 weeks of each semester. During this period, you can use your portal on SOLAR to make the change without assistance. Note: if you are trying to add after the 2nd week that school started, you will need a Permission Number to enroll into a course. The first week you can still make changes without a permission number. **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 myNorthridge 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. *(See University Catalog Online- Under Policies)*

Policies related to grades and GPA:—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.
- Attend classes every day.
- Track your test and assignment due dates on a semester calendar and/or academic planner.
- Track your grade in each class.
- Meet with your instructors whenever you have questions that are not answered in class.
- 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).

- **Credit/No Credit (CR/NC) Coursework:** Courses taken on a CR/NC basis of grading are not calculated into the GPA – only graded courses are used. **All** courses that are used to meet GE, Title 5, and any course taken within the department of the major must be enrolled 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 counted toward the degree. *(See University Catalog Online- Under Policies)*

- **Undergraduate Repeat Policy:** Students are allowed to repeat up to 16 units of coursework where a grade of C- or below was received on their first attempt to enhance the grade. Though both grades will appear on official transcripts, only the better of the first two grades will be used to calculate the GPA and the lesser grade will be ‘forgiven.’ Students must wait until two weeks before school starts to enroll in the repeated course. Students should note that they cannot enroll in a class for a 3rd time without the written consent of the Associate Dean of the course. Courses taken at other schools cannot be repeated at CSUN to enhance the grade. *(See University Catalog Online- Under Policies)*

- **Graduation:** In order to graduate certain GPA’s must be maintained at 2.0 or higher:

- **Probation:** If either your CSUN or your cumulative GPA falls below 2.0 you are automatically placed on probation. A student on probation is allowed to enroll in no more than 13 units in any semester in which they are on probation. *(See University Catalog Online- Under Policies)*

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. *(See University Catalog Online- Under Policies)*

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.
 - a. 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. *(See University Catalog Online- Under Policies)*

Title IX

California State University Northridge is committed to fostering an environment in which all members of our campus community are safe and free from sexual misconduct of any form. The University does not discriminate on the basis of sex, gender, or sexual orientation in its education programs or activities. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of sex in all education programs and activities operated by the university (both on and off campus). Title IX protects all people regardless of their gender or gender identity from sex discrimination, which includes sexual harassment and sexual violence.

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 student upon reaching the age of 18 or upon enrolling at a post-secondary institution.

(See University Catalog Online- Under Policies)

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:

INITIAL EACH

If applicable, Early Start (CSU Smart Page)

- Statement of EO 1100
- Advanced Placement Tests (AP)/(IB) and Scores related to placement in GE Writing and Math
- Registration Deadlines and Add/Drop Policies
- Policies related to grades and GPA
- Student Conduct Code /Academic Dishonesty
- Title IX Training
- Family Educational Rights and Privacy Act (FERPA)

Student Signature

Date

REMINDER: You will not be admitted to the Explore Workshop without this signed form.