

Spring 2018 First-Time Freshman Advising Checklist

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 2018 begin on **November 1, 2017**.

1. **Activate your CSUN Account.** Set up your CSUN account and email as explained in the “Activate Your CSUN Account” email from Admissions and Records 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](#).
2. **Confirm your Intent to Register** no later than December 1, 2017 or 2 weeks after you are admitted. Log into *myNorthridge* from the CSUN homepage at www.csun.edu. Locate *My Checklist* and click the *Intent to Register* link to accept or decline your offer of admission. For help, see [Freshmen and Transfer Students – Intent to Register](#).
3. **Send your final high school transcript** showing completion of your first semester senior year to [Admissions and Records](#) by January 12, 2018.
4. **Find out if you need additional department exams.** The Math Placement Test (MPT) is required to demonstrate you are fully prepared to enroll in Math 102, 103, 105, 150A or 255A. The Chemistry Placement Test (CPT) is required to enroll in Chemistry 101/101L. For more information, see [On-Campus Exams](#).
5. **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 2018 classes until you complete the online training so please follow these steps as soon as possible:
 - Log into *myNorthridge* 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.

6. **Make an appointment for freshman advisement and registration.** Advising sessions begin November 1, 2017. New freshmen must see an advisor in order to register for classes. After you complete Title IX training, you may contact the [Student Services Center/EOP](#) in the College of your major to schedule an advising appointment beginning October 23, 2017. If your major is Exploratory, schedule an appointment with the [Advising Resource Center/EOP](#). Bring copies of any Advanced Placement (AP) exam scores and/or unofficial community college transcripts to your advising appointment. Your advisor needs to know if you have additional college credits that may transfer to CSUN that may satisfy degree requirements.

Before your appointment, you may want to prepare a tentative class schedule (see item #9) to review with your advisor. However, remember that the schedule you create is just for practice. Visit [Matadors Rising](#) for helpful tips and resources that promote student success 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. Bring your CSUN user ID and password so that you can log into *myNorthridge* and the *SOLAR Student Center* with your advisor.

7. **Allow two to three hours for your appointment.** Purchase a one-day parking permit for \$8.00 from a parking permit dispenser or one of the Information Booths, or take the bus to campus. View our helpful [Student Transportation Guide](#) for more information. Arrive on campus early to locate your advisor's office. Download a [campus map](#), including driving directions, or download the [CSUN Mobile App](#) to help you find your destination.
8. **Review the online [University Catalog](#)** prior to your advising session. The *Catalog* describes every major, all courses CSUN offers, and provides vital information about academic policies and University rules.
9. **Browse the [Schedule of Classes](#) and use [Registration Planner](#).** Learn about Class Search, Registration Planner, *myNorthridge* and the *SOLAR Student Center* with the [How To Guides](#). For registration calendars and more, see the [Registration Calendar](#).
10. **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](#). Due dates 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](#) tutorial.

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.

11. **Send Admissions and Records your official high school transcript** showing completion of your final semester and verifying your graduation date no later than January 12, 2018. If you have completed college-level course work at a California community college, find out if you can send electronic transcripts through eTranscript California.
12. **Be sure to meet the CSU immunization requirement** for measles, rubella and hepatitis B. If you attended a California public middle or high school, you have probably met the requirements. If not, complete the measles and rubella immunization requirement as soon as possible, but no later than these semesters:
 - During your first semester of classes for the measles and rubella immunization requirement, and
 - During your second semester for the hepatitis B requirement

Go to the Klotz Student Health Center website to view Immunization Requirements.

13. **Regularly check for missing documents and tasks.** Log into *myNorthridge* at www.csun.edu. Locate *My Checklist*, review your *Incomplete Tasks*, and complete those items as soon as possible. For help, see My Admissions Checklist.
14. **Sign up for mandatory New Student Orientation**, held before the start of classes. This all-day program will introduce you to the University, provide useful information, and enable you to meet other members of the freshman class. To register, call (818) 677-4100 or go to www.csun.edu/nso.
15. **Have fun attending your classes!** Spring 2018 classes begin Monday, January 22, 2018. Saturday-only and Friday-Saturday classes begin January 20. Sunday-only classes begin January 21.

Best wishes for your first semester at CSUN!