

Fall 2023 Advising Checklist First-Time Freshman

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 Fall 2023 begin on **June 5, 2023** and continue throughout the summer. To be eligible to enroll, you must e-file your [Intent to Register](#) and complete [Title IX training](#). Be sure to read this checklist for more important details, including required academic advising.

Your Academic Journey at CSUN Begins this Summer

[Pathways to Excellence](#) (formerly *Early Start*) gives you the opportunity to connect with students, faculty and staff and will help you build skills in college-level course work as you develop your own plans for success. If eligible for the program, you will be able to earn college credit in as little as four weeks, and it is free if you qualify for a fee waiver (based on the Estimated Family Contribution reported on your financial aid application). In addition to building academic skills, this program introduces you to various campus resources to start building your community at CSUN! Please visit the [Pathways to Excellence](#) website for more information and check your CSUN email for an invitation to the program.

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. This was 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](#).

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 May 1, 2023 deadline. Log into the *CSUN Portal* which is located under *MyCSUN* on the [CSUN homepage](#). Locate *My Checklist* in the *CSUN Portal* and click the *Intent to Register* link to accept your offer of admission.

Send Your High School Transcript

Send your final, official high school transcript to the [Office of Admissions](#) as soon as your last semester's grades are posted, but no later than the July, 15, 2023 deadline. If you completed college-level course work at a California community college while in high school, CSUN may be able to request your 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* in the *CSUN Portal*, review your *Incomplete Tasks*, and complete those items as soon as possible. For help, see [My Admissions Checklist](#).

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 Fall 2023 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.

Make an Appointment for Freshman Advisement and Class Registration

Academic advising sessions begin June 5, 2023 and continue throughout the summer. New freshmen must consult with an [advisor](#) to register for classes. Check out these four options to determine who will be assisting you with mandatory academic advising:

- Most first-year freshmen receive advising, support and enrollment assistance from the [Matador Advising Hub](#). Be sure to regularly check your CSUN Gmail for important messages from the Hub, including a pre-registration questionnaire and a link to sign up for a freshman advising and registration workshop.
- Incoming [EOP](#) freshmen are served by the [Student Services Center/EOP Satellite](#) housed in their respective academic college. Exploratory EOP freshmen are served by the [EOP Exploratory Advisement Coordinator](#).
- Students participating in the [Liberal Studies Integrated Teacher Education Program \(ITEP\)-Freshmen Option](#) 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 served by the [Matador Achievement Center](#).

Before your appointment, you should prepare a tentative class schedule to review with your advisor. 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. Remember that the schedule you create is just for practice and your advisor will provide feedback. Visit [Student Success](#) for helpful tips and resources that promote achievement, persistence 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. Have your CSUN user ID and password available so that you can log into the *CSUN Portal* and the *SOLAR Student Center* with your advisor.

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 degree requirements, academic policies and University rules.

Browse the Schedule of Classes and Use Registration and Degree Planning Tools

Learn about [Class Search](#), [CSUN Portal](#), [Degree Planning Tools](#) and more with our [How To Guides](#). For information on registration dates, see the [Registration Calendar](#).

Find Out if You Need Additional Department Exams

The [Chemistry Placement Test \(CPT\)](#) may be required for students pursuing STEM-based majors. STEM-based majors may take the [Mathematics Diagnostic Test \(MDT\)](#) to place at the highest possible level of the calculus sequence. Music majors may be required to take a [placement exam](#). Your advisor can provide guidance.

Attend Your Mandatory Academic Advising and Class Registration Appointment

Academic advising sessions are offered in-person, by phone and virtually via [Zoom](#). Your first semester advising and [class registration](#) session will last between two to three hours. Remember that you can always use your CSUN issued Gmail account to send follow up questions to your advisor.

Don't forget to mention any Advanced Placement (AP) exam scores and/or community college course work completed during your advising appointment. Your advisor needs to know if you have additional college credits that may transfer to CSUN and satisfy degree requirements.

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](#). Deadlines vary by registration date. If you do not pay on time, you may 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 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.

Get Your CSUN MataCard

[MataCard](#) is your secure digital CSUN ID card. It replaces the need for a physical ID card and serves as a convenient form of campus identification accessible via your iPhone, Apple Watch or Android phone. The digital ID card is your passport to a world of services and privileges on campus.

Sign Up for Mandatory New Student Orientation

Sign up for mandatory New Student Orientation, held before the start of classes. This program will introduce you to the University, provide useful information, and connect you with other members of the Fall 2023 freshman class. To register, call (818) 677-4100 or go to [New Student Orientation](#) webpage.

Have Fun Attending Your Classes!

Fall 2023 classes begin Monday, August 28, 2023. Saturday-only and Friday-Saturday classes begin August 26, 2023. Sunday-only classes begin August 27, 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.

Attend New Student Convocation

[New Student Convocation](#) is traditionally held during the month of September. This is CSUN's annual celebration of learning and our official welcome to the entering class of Matadors. We hope to see you there!

Best wishes for your first semester at CSUN from the Office of Undergraduate Studies!