

## Fall 2023 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 May 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 Spring 2023 grades are posted, but no later than the July 15, 2023 deadline. 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 late-March 2023, check your CSUN issued email account for Fall 2023 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 Fall 2023 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 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.

### **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.

## **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. Academic advising sessions are offered in-person, by phone and virtually via [Zoom](#). 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 Fall '23 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](http://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 [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.

### **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 Monday, September 4, 2023. Permission numbers are required to add classes during the second through twelfth weeks of instruction, beginning Tuesday, September 5, 2023 and ending Friday, November 17, 2023. The last day to drop classes through the CSUN Portal is Sunday, September 24, 2023. 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!**

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!