

# First-Time Transfer Checklist Spring 2018

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 step-by-step advice should smooth your transition and help you avoid common pitfalls.

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 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](#).
2. **File your Intent to Register** no later than 11:59 p.m. on December 1, 2017 or 2 weeks after you are admitted. Log into *myNorthridge* from the CSUN homepage at [www.csun.edu](http://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. **Make sure Admissions and Records receives your final, official transcripts** as soon as your fall grades are posted, but no later than the January 12, 2018 deadline. The required course work that you need to transfer to CSUN (minimum of 60 units, including the 4 basic subjects with minimum grades of C and 2.0 GPA) must be completed by the end of the Fall 2017 term. No Winter 2018 course work will be considered. 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](#).
4. **Regularly check for missing documents and tasks.** Log into *myNorthridge* at [www.csun.edu](http://www.csun.edu), locate *My Checklist*, and review your *Incomplete Tasks*. Learn more at [My Admissions Checklist](#).
5. **Prepare to register and remember important dates.** Beginning in late October, check your CSUN issued email account for Spring 2018 registration information.

You can always 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 time, through December 10, 2017 you may enroll in classes online through *myNorthridge*. Beginning December 11, 2017, you may continue to register online; no appointment is required. For additional dates, see the [Registration Calendar](#).

Enrollment is limited to 17 units throughout the Registration-by-Appointment, Non-Restrictive and Late Registration periods. 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 item #11).

Spring 2018 classes begin Monday, January 22, 2018. Saturday-only and Friday-Saturday classes begin January 20. Sunday-only classes begin January 21.

6. **Review the [University Catalog](#)** prior to meeting with an academic advisor. The Catalog describes every major, all courses CSUN offers, and provides vital information about academic policies and university regulations.
7. **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.

Contact your [major department](#) to make an appointment with your academic advisor. In some of CSUN’s eight academic colleges, transfer students are advised by the [Student Services Center/EOP Satellite](#). 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 *myNorthridge* with your CSUN User ID and Password, locate *My Checklist* and review the Incomplete Tasks section.

8. **Learn how to navigate your new campus.** Purchase a one-day parking permit for \$8.00 from a parking permit dispenser or one of the Information Booths, or take a bus to campus. View our helpful [Student Transportation Guide](#) for more information.

Arrive on campus early to locate your major department. Download a [campus map](#), including driving directions, or download the [CSUN Mobile App](#) to help you find your destination. While on campus, you may also want to visit [Financial Aid and Scholarships](#), [Housing](#), the [Oviatt Library](#), or other campus resources that you can locate from the [CSUN home page](#).

9. **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 userid 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.

10. **Find out if you need a department exam.** The [Math Placement Test \(MPT\)](#) and/or [Chemistry Placement Test \(CPT\)](#) may be required for students planning to major in Engineering, Computer Sciences, Sciences or Math.
11. **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. See the [Degree Progress Report and Planner How To Guide](#) and [video](#) to familiarize yourself with this tool in advance of your advising session.

If your transcripts have not yet been evaluated, your transfer courses will not yet display in 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.

- 12. Prepare questions and a tentative class schedule to review with your advisor.** Review the Degree Road Map for your major at <http://catalog.csun.edu/resources/road-map> for the suggested sequence of classes. STAR Act (AA-T and AS-T) Transfer Degree Road Maps are also available at <http://catalog.csun.edu/reources/star-act>. 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, *myNorthridge* and the SOLAR Student Center, see the [How To Guides](#). For registration dates, visit the [Registration Calendar](#). Visit [Matadors Rising](#) for helpful tips and resources that promote student success and timely graduation.

- 13. Register for classes.** As a transfer student, you may register for classes independently beginning with the date and time posted in *My Checklist* if your holds are resolved. Registering on your set date will give you the best selection of classes and times. However, your access to the online registration system continues from your priority date through February 9, 2018. Students may wait list for closed classes beginning with their registration appointment through Sunday, January 28, 2018. Permission numbers are required to add classes during the second and third weeks of instruction, beginning Monday, January 29, 2018. The last day to add or drop classes online is Friday, February 9, 2018.
- 14. 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](#). Due dates 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](#) tutorial.

Note: 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.

15. **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 requirement. If not, complete these immunizations 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](#).

16. **Register for the [Upper Division Writing Proficiency Exam \(UDWPE\)](#) at the beginning of your first semester at CSUN.** Undergraduate must take the UDWPE no later than the semester in which 75 units will be completed, including transfer course work. Students who have not attempted the UDWPE by the completion of 75 units will have a hold placed on their subsequent registration appointment. Some upper division major courses require a passing score on the UDWPE before you can enroll, so plan ahead to avoid enrollment delays. You will find exam details and registration at [www.csun.edu/udwpe](http://www.csun.edu/udwpe).

17. **Sign up for New Student Orientation** to learn about the University, network with faculty, staff and students in your major, consider career planning, and receive useful information about resources and services. Call 818-677-4100 or go to [www.csun.edu/nso](http://www.csun.edu/nso) to register.

Best wishes for your first semester at CSUN!