Guide to
Student Affairs Resources
For
New Faculty
2018-2019

A message from the Vice President for Student Affairs

Dear Faculty Colleagues:

WELCOME to California State University, Northridge! You are joining a dynamic university that cares deeply about student success and you are at the very core of achieving that goal. Students are likely to spend more time with faculty than with any other university personnel. This puts you in a position of great influence and great responsibility.

The Division of Student Affairs is here to help you help our students reach their educational goals, participate in enriching activities, and cope with the personal changes and life challenges that they will face along the way. The purpose of this guide is to serve as an orientation and reference to resources available to you as you teach, advise and support our students. Additionally, the guide provides information on resources that you can access for your own benefit.

I hope you will call upon Student Affairs departments and offices without hesitation.

Best Wishes,

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Table of Contents

Part I: Services to Enhance Student Success
   1. Advice on Student Adjustment Issues
   2. Advice on Student Living in Campus Residence Halls
   3. Working with Students who have Disabilities
   4. Working with Students who are Deaf or Hard of Hearing
   5. Guest Lectures
   6. Co-curricular and Instructional Support

Part II: Referring Students for Assistance
   1. Health
   2. Coping
   3. Finances
   4. Choosing a Major/Career Development
   5. Employment
   6. Student Legal Support Clinic
   7. Housing and Food Insecurity

Part III: Student Conduct and Records
   1. Guidelines for dealing with disruptive students
   2. Student Disciplinary Procedures
   3. Reporting Academic Dishonesty
   4. Academic Grievance and Grade Appeals
   5. Privacy of Student Records (FERPA)

Part IV: High Impact Practices that Promote Student Learning
   1. Study Abroad or as an Exchange Student
   2. Leadership and Service Opportunities

Part V: Services for You
   1. Health and Fitness
   2. Family
   3. Hosting/Attending Conferences and Meetings
   4. Services within the University Student Union
Part I: Services to Enhance Student Success

This section details services provided by Student Affairs that you may need as you work directly with students.

1. Advice on Students Adjustment Issues
   a. Mental health issues
      Contact: University Counseling Services
      (818) 677-2366
   b. Career development related issues
      http://www.csun.edu/career/
      Contact: Career Center
      (818) 677-2878

2. Advice concerning Students Living in Campus Residence Halls
   Contact: Student Housing and Conference Services
   Melissa Giles
   (818) 677-2160

3. Working with Students who have Disabilities
   a. Faculty Guide to Accommodating Students with Disabilities.
      Publication available at:
   b. Consultation on providing academic accommodations.
      Contact: Disabilities Resources and Educational Services
      http://www.csun.edu/dres/
      (818) 677-2684

4. Working with Students who are Deaf or Hard of Hearing
   a. General consultation
      Contact: National Center on Deafness
      http://ncod.csun.edu/
      (818) 677-2611
   b. Tips on teaching a student who is deaf and hard of hearing:
      http://prc.csun.edu
   c. Captioning of videos used in class
      Contact: scott.selna@csun.edu

5. Guest Lectures Covering the Following Topics:
   a. Financial aid, budgeting, managing debt, credit cards, and student loans
      Contact: Financial Aid
      For students: (818) 677-4085
      Administrative line for faculty use only (818) 677-2085 (Ask for Linda Brignoni)
   b. Study abroad opportunities and/or International Students discussing their country and experiences
      Contact: International Exchange Student Center
      http://www.csun.edu/international/
      (818) 677-3053
   c. Health education presentations
Contact: Klotz Student Health Center  
[http://www.csun.edu/shc/presentations-and-outreach](http://www.csun.edu/shc/presentations-and-outreach)  
(818) 677-6328

d. Perceptions of students with disabilities and related topics  
Contact: Disability Resources and Educational Services  
(818) 677-2684

e. Ethics and academic integrity  
Contact: Office of the Vice President for Student Affairs  
Director of Student Conduct and Ethical Development  
(818) 677-2391

f. Mental health subjects such as: depression, suicide, date rape and sexual assault, eating disorders, gender differences, stress management, academic self-esteem, etc.  
[http://www.csun.edu/counseling/peer-education](http://www.csun.edu/counseling/peer-education)  
Contact: University Counseling Services  
(818) 677-2366

g. Career development and employment  
Contact: Career Center  
[http://www.csun.edu/career/](http://www.csun.edu/career/)  
(818) 677-2878

6. Co-curricular and Instructional Support

a. Accessing volunteer project opportunities  
Contact: Matador Involvement Center  
[https://www.csun.edu/mic/volunteer](https://www.csun.edu/mic/volunteer)  
(818) 677-5111

b. Planning and coordinating Dig L.A. class field trips and activities  
Contact: Student Development and Int'l Programs  
[http://www.csun.edu/~sdip/digla/](http://www.csun.edu/~sdip/digla/)  
(818) 677-2393

c. Funding for instructionally related activities  
Contact: Associated Students  
(818) 677-2477

d. Computer Training Lab with 20 computers  
Contact: University Student Union  
Meeting Services  
(818) 677-3644

e. Internships  
Contact: Career Center, Janice Potzmann  
[http://www.csun.edu/career/internships-guidelines](http://www.csun.edu/career/internships-guidelines)  
(818) 677-2320

f. Career Library and Resources  
Contact: Career Center  
(818) 677-2878  
University Hall, 105
Part II: Referring Students for Assistance

Students may approach you with concerns. This section provides suggestions on how and where to refer students.

Tips on providing referrals:
- Listen to the student’s concerns
- Come from the point of view that you are concerned
- Ask if they have sought assistance
- If they have not sought assistance, suggest that they consider seeking assistance that you recommend
- If they have sought assistance, the student might require referrals to another office
- Avoid blaming

For students who need help with…

1. Health

    Primary Care Clinicians and Specialists, including:
    - Chiropractor
    - Dental Clinic
    - Dermatologist
    - Ear, Nose & Throat Specialist
    - Immunization and Travel Services
    - Massage Therapy
    - Men's Health Clinic
    - Optometry Clinic
    - Orthopedist
    - Physical Therapist
    - Podiatrist
    - Sports Medicine Specialist
    - Urologist
    - Women's Health/Gynecologist

    General Services:
    - Birth control counseling
    - HIV testing
    - Laboratory and X-ray
    - Nutrition counseling
    - Pharmacy
    - Smoking cessation
    - Substance abuse counseling

    Contact: Klotz Student Health Center
    http://www.csun.edu/shc/
    For medical appointments: (818) 677-3666
    For counseling appointments: (818) 677-3685

2. Drug Free Campus Information:

2. Coping
   a. Personal decision making and crisis management
b. Transition issues, homesickness, roommate issues
   Contact: Student Housing and Conference Services
   (818) 677-6116

c. Support for Veteran Students
   Veteran’s Resource Center
   http://vrc.csun.edu/
   (818) 677-4672

d. Support for LGBTQ Community
   Pride Center
   https://www.csun.edu/pride
   (818) 677-4355

e. Support for Undocumented Students
   Dream Center
   https://www.csun.edu/csun-eop/csun-dream-project-information
   (818) 677-7069

3. Finances
   a. Loans, scholarships, grants, employment, debt management, and credit card problems
      Contact: Financial Aid
      (818) 677-2085
      http://www.csun.edu/financialaid

   b. Managing My Finances: expenses, debt management, credit card problems, etc.
      https://www.csun.edu/financialaid/financial-literacy-program

   c. Emergency Financial Support
      Matacare Grant
      https://www.csun.edu/financialaid/matacare-emergency-grant

   d. Funding for student research, scholarly projects, and conference attendance (ARRA and IRA)
      Contact: Associated Students
      (818) 677-2477

4. Choosing a Major / Career Development
   • Direction and decision making
   • Clarifying life and career goals
   • Connecting life and career plans
   • Acquiring employability skills
   • Career inventories and assessments
   • Options and decisions about graduate school
      Contact: Career Center
      (818) 677-2878

5. Employment
   a. Job/internship listings, job fairs, recruiting events
      Contact: Career Center
      (818) 677-2878

      Contact: University Student Union
6. **Student Legal Support Clinic**
   Schedule Appointments On-line at: [www.slotted.co/slsc](https://www.slotted.co/slsc)
   Contact email: Email: communitylawyering@swlaw.edu

7. **Housing and Food Insecurity**
   a. Food Pantry
      [https://www.csun.edu/mic/csun-food-pantry](https://www.csun.edu/mic/csun-food-pantry)
      Email: csunfoodpantry@csun.edu
      (818) 677-2730

2. **Family**
   a. Children’s summer camp grade K-7 with pool, indoor/outdoor play, food service, and field trips
      Contact: University Student Union Sunny Days Camp
      (818) 677-2194
   b. Live theatrical entertainment
      The Soraya
      [https://www.thesoraya.org/](https://www.thesoraya.org/)
      818-677-3000
   c. Discounted tickets available for both on and off campus events, attractions, and transportation
      Contact: A.S. Ticket Office
      [http://www.csun.edu/as/ticket-office](http://www.csun.edu/as/ticket-office)
      (818) 677-2488

3. **Hosting / Attending Conferences and Meetings**
   a. Facilities for meetings and conferences
      Contact: University Student Union Meeting Services
      [http://www.csun.edu/usu/reservations](http://www.csun.edu/usu/reservations)
      (818) 677-3644
   b. Summer conference spaces and housing
      Contact: Student Housing Conference and Hospitality Services
      [http://www.csun.edu/housing/conference-services](http://www.csun.edu/housing/conference-services)
      (818) 677-6106
   c. Attend the *Technology and Persons with Disabilities Conference* for free
      Contact: Center on Disabilities
      (818) 677-2684

4. **Services within the University Student Union**
   a. Associated Students Ticket Office
      [http://www.csun.edu/as/ticket-office](http://www.csun.edu/as/ticket-office)
      (818) 677-2488
   b. ATMs
      [http://usu.csun.edu/services/](http://usu.csun.edu/services/)
   c. USU Dining Options:
Part III: Student Conduct and Records

1. Guidelines for Dealing with Disruptive Students
   Contact: Office of the Vice President for Student Affairs
   (818) 677-2391

2. Student Disciplinary Procedures
   Available on the CSUN website at:
   http://www.csun.edu/sites/default/files/discipline_procedure_flowchart.pdf

3. Reporting Academic Dishonesty
   Faculty Policy on Academic Dishonesty:
   http://www.csun.edu/sites/default/files/update_on_faculty_policy_on_academic_dishonesty.pdf
   Standards for Student Conduct:
   http://www.csun.edu/sites/default/files/standards_student_conduct.pdf
   Student Misconduct Complaint Form:
   http://www.csun.edu/sites/default/files/student_misconduct.pdf

4. Academic Grievance and Grade Appeals
   Forms and Procedures are available on the Student Affairs Website at:
   http://www.csun.edu/studentaffairs/forms/appeals.htm

5. Privacy of Student Records (FERPA)
   Access and privacy regulations can be found on the Student Affairs website at:

Part IV: High Impact Practices that Promote Student Learning
The research shows that students who are involved in educationally purposeful, out-of-class activities are more likely to persist and be successful. If possible, encourage your students to engage in some of the listed opportunities.

1. **Study Abroad or as an Exchange Student**
   Contact: International & Exchange Student Center
   [http://www.csun.edu/international/abroad/](http://www.csun.edu/international/abroad/)
   (818) 677-3053

2. **Leadership and Service Opportunities**
   a. Peer educators
      Contact: University Counseling Services
      [http://www.csun.edu/counseling/peer-education](http://www.csun.edu/counseling/peer-education)
      (818) 677-2366
   b. Peer educators
      Contact: Klotz Student Health Center
      [http://www.csun.edu/shc/get-involved](http://www.csun.edu/shc/get-involved)
      (818) 677-3685
   c. Residence Hall student government and paraprofessional staff
      Contact: Student Housing
      (818) 677-2160
   d. USU governing board and services
      Contact: University Student Union
      (818) 677-2491
   e. University student government and services
      Contact: Associated Students
      [http://www.csun.edu/as/student-government](http://www.csun.edu/as/student-government)
      (818) 677-2477
   f. Orientation Leaders
      Contact: The Office of Student Involvement and Development
      [http://www.csun.edu/nso/leaders/](http://www.csun.edu/nso/leaders/)
      (818) 677-2393
   g. University Ambassadors
      Contact: Student Outreach and Recruitment
      (818) 677-2967
   h. Health profession internships
      Contact: Klotz Student Health Center
      (818) 677-3685
   i. Community oriented volunteer opportunities
      Contact: Matador Involvement Center (MIC)
      [http://www.csun.edu/mic/volunteer](http://www.csun.edu/mic/volunteer)
      (818) 677-5111
   j. Student clubs, organizations, & fraternity/sorority life
      Contact: Matador Involvement Center (MIC)
      [https://www.csun.edu/mic/club-and-organizations-directory](https://www.csun.edu/mic/club-and-organizations-directory)
      (818) 677-5111
Part V: Services for You

The services listed in this section might be beneficial to you personally. Some may be fee based.

1. Health and Fitness
   a. Free weights, machines, boxing, classes, and pool
      Contact: Student Recreation Center
      http://www.csun.edu/src
      (818) 677-5434
   b. Medical Services
      • Urgent Care first aid services
      • Personal services requiring an appointment:
         - Chiropractic Services
         - Dental Services
         - Immunizations
         - Massage Therapy
         - Nutrition Counseling
         - Optometry Services

      Contact: Klotz Student Health Center
      http://www.csun.edu/shc/
      (818) 677-3666