

# 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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Vice President for Student Affairs  
and Dean of Students  
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## 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:  
<http://www.csun.edu/sites/default/files/faculty-guide-accommodating-students.pdf>
- 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](mailto: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>  
(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>  
Contact: University Counseling Services  
(818) 677-2366
- g. Career development and employment  
Contact: Career Center  
<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>  
(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/>  
(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>  
(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:

<http://www.csun.edu/sites/default/files/drug-free-campus-policy-info.pdf>

#### 2. Coping

- a. Personal decision making and crisis management

Contact: University Counseling Services  
<http://www.csun.edu/counseling/services/>  
(818) 677-2366

- 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
- b. University Student Union Employment Opportunities. Various part-time opportunities available.  
Contact: University Student Union

<https://chj.tbe.taleo.net/chj05/ats/careers/jobSearch.jsp?org=UNISTUDENTUNION&cws=1&org=UNISTUDENTUNION>  
(818) 677-6027

## 6. Student Legal Support Clinic

Schedule Appointments On-line at: [www.slotted.co/slsc](http://www.slotted.co/slsc)  
Contact email: Email: [communitylawyering@swlaw.edu](mailto:communitylawyering@swlaw.edu)

## 7. Housing and Food Insecurity

- a. Food Pantry  
<https://www.csun.edu/mic/csun-food-pantry>  
Email: [csunfoodpantry@csun.edu](mailto: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/>  
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>  
(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>  
(818) 677-3644
- b. Summer conference spaces and housing  
Contact: Student Housing  
Conference and Hospitality 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  
<http://www.csun.edu/cod/conference/index.php>  
(818) 677-2684

## 4. Services within the University Student Union

- a. Associated Students Ticket Office  
<http://www.csun.edu/as/ticket-office>  
(818) 677-2488
- b. ATMs  
<http://usu.csun.edu/services/>
- c. USU Dining Options:

<http://www.csun.edu/usu/food>

- Freudian Sip Coffee Shop
- Mercantile Exchange
- Subway  
(818) 677-4584
- Pub Sports Grill: Burritos, pizza, burgers, and salads  
University Student Union  
(818) 677-3616
- Shake Smart  
(818) 677-3552

d. Student Recreation Center  
<http://www.csun.edu/src>  
(818) 677-5434

e. Oasis Wellness Center  
<https://www.csun.edu/oasis>

f. Wells Fargo Bank  
<https://www.csun.edu/usu/services/#WellsFargo>  
(818) 407-3850

## **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

[http://www.csun.edu/sites/default/files/responding\\_to\\_disruptive\\_students\\_feb2011.pdf](http://www.csun.edu/sites/default/files/responding_to_disruptive_students_feb2011.pdf)

### **2. Student Disciplinary Procedures**

Available on the CSUN website at:

[http://www.csun.edu/sites/default/files/discipline\\_procedure\\_flowchart.pdf](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](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](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](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:

<http://www.csun.edu/sites/default/files/650-30.pdf>

## **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/>

(818) 677-3053

### **2. Leadership and Service Opportunities**

#### a. Peer educators

Contact: University Counseling Services

<http://www.csun.edu/counseling/peer-education>

(818) 677-2366

#### b. Peer educators

Contact: Klotz Student Health Center

<http://www.csun.edu/shc/get-involvedd>

(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

<http://usu.csun.edu/boardofdirectors/index.php>

(818) 677-2491

#### e. University student government and services

Contact: Associated Students

<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/>

(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>

(818) 677-5111

#### j. Student clubs, organizations, & fraternity/sorority life

Contact: Matador Involvement Center (MIC)

<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