

Guide to Student Affairs Resources For New Faculty

2019-2020

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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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. 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>
(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/osid/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
Contact email: Email: communitylawyering@swlaw.edu

7. Housing and Food Insecurity

- a. 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/>
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

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:

<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-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

<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.

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
 - o Urgent Care first aid services
 - o 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