Renée Martínez

Advisor

Student Service Center/EOP Satellite
College of Health & Human Development
Purpose of this session:

- To help you become acquainted with the structure of your new Campus so you can Get Connected and make a smooth transition

- To help you understand specific CSUN policies and procedures so that you Know The Process

- Show you how to make use of tools that can help you navigate your academic career
Steps to Academic Success

• University President is Dianne F. Harrison
• CSUN has approximately 38,000 students
• 55% Female, 45% Male
• The average age of the CSUN student is 23
• Most CSUN students work an average of 12-20 hours/week
• The University is divided into 8 academic colleges
Taking Control of your Education

The Dean’s Office: Specifically the Associate Dean, is available to assist students, faculty, and staff in dealing with a wide range of questions and concerns including:

- Reviewing petitions and requests for exceptions to policies.
- Providing information about academic policies and procedures.
- Offering information and referrals to department, college, and university services.
- Serving as an intermediary between students and faculty/staff.
- Troubleshooting student issues & concerns.
Taking Control of your Education

Check you College Website for information on your Student Services Center/EOP Satellite Office!!

• Providing Referrals for Campus Resources
• Providing Academic Advisement
  ✓ Helping you Understand your DPR/MAP
  ✓ Helping you Use your MAP to Create an Academic Plan
  ✓ Helping develop Strategies for Academic Success: Time Management, Study Skills, Balancing Academic Demands, etc.
  ✓ Supporting Graduate School Exploration
Taking Control of your Education

Dean

Associate Dean

Student Services Center/EOP Satellite

Department Chairs & Faculty

Departmental Support Staff

Departmental Chairs, Faculty & Support Staff

- Information on Majors and Major classes
- Contact information for Professors
- Class Schedule Information

- Mentoring and Professional Development
- Providing information about majors and related career pathways
- Providing information about academic policies and procedures.
- Offering information and referrals to department, college, and university services.
- Reviewing petitions and requests for exceptions to policies.
- Serving as an intermediary between students and faculty/staff.
- Troubleshooting student issues & concerns.
Taking Control of your Education

Get Connected!
- Know your college
- Who are the key people?
- See an Advisor before each Semester!
- Develop connections with classmates
- Go to office hours, get to know your faculty

Become Involved
- Join a Club and/or Organization
- Develop a support network outside the classroom
- Participate in Internship/Volunteer experiences
Taking Control of your Education

Know the Process!!

- Registration
- Fee Payment
- Wait Lists
- Adding/Dropping Classes
- Writing Proficiency Exam (WPE)
- Grading & Academic Standing
- Incompletes
- Applying for Graduation
Taking Control of your Education

Know the Process!!
- Registration
- Fee Payment
- Adding/Dropping Classes
- Grading and Academic Standing
- Incompletes
- WPE
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Registration Appointment
- Can find Appointment on Portal
- Don’t miss your appointment!
- You can register on-line any time after appointment up through the first week of classes.
- Use Wait Lists – they will be active through Week 1!
Taking Control of your Education

Know the Process!!
- Registration
- **Fee Payment**
- Adding/Dropping Classes
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Payment Deadlines Vary
- Will vary depending on when you register
- Failure to pay by deadline will result in **Dis-enrollment from classes**
Taking Control of your Education

Know the Process!!

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- Several Ways to Pay – Look on Portal Financial Matters tab:
  - Through Portal w/Credit Card (processing fee)
  - Through Portal w/Electronic Check
  - By Mail w/Personal Check, Cashier's Check or Money Order
  - In Person w/Cash, ATM/Debit or Check (no credit cards)
- Installment Plan Available
• **Changes** to your class schedule can be made **online** at the Portal anytime from your registration date through the 1\textsuperscript{st} Week of classes
• **Wait Lists** open when Non-Restrictive Registration begins and continue through the 1\textsuperscript{st} Week of classes. (Also unit cap changes from 13 to 16)
• Can **Drop** online through end of Week 3
• **Weeks 2 and 3** can only **Add** with Permission # from instructor (“crash/run for classes”)
• **Week 4** can only **Add or Drop** with Approval from Instructor & Dept. Chair and pay **Fee**
• **After Week 4 no changes allowed** – (rare exceptions made only for extreme crisis, including mental or physical health emergencies)
Taking Control of your Education

The last day to Add/Drop Classes
(with Instructor & Dept. Chair approval signatures, and fee)
Friday, September 12th 2014

Know the Process!!

• Registration
• Fee Payment
• Adding/Dropping Classes
• Grading and Academic Standing
• Incompletes
• WPE
• Applying for Graduation

ATTENTION!!!
(Write this down)
Taking Control of your Education

**Know the Process!!**
- Registration
- Fee Payment
- Adding/Dropping Classes
- **Grading and Academic Standing**
- Incompletes
- WPE
- Applying for Graduation

**Grading and Academic Standing**
- CSUN’s grading system includes *pluses and minuses*
- Be sure to *balance* your course load with your academic and life demands, to help maintain your GPA and your sanity
- *Protect your GPA!* (Most graduate programs require at least a 3.0 GPA or higher)
- If *either* your CSUN or Overall GPA go **below 2.0** you will be placed on **Academic Probation (it may jeopardize your financial aid)**
- Once on probation, if *either* your **CSUN (or Overall) GPA drops below 1.85** you can be **Academically Disqualified** (i.e., kicked out - typically for at least a year. In some cases DQ can occur if you go below 1.95)
• Students must formally request an incomplete
  ✓ Students must be passing the course to be eligible
• Students must complete the class within one academic year or the grade will change to “IC” or Incomplete Charged, which is equivalent to an “F” grade.
• Do not Re-Enroll into course
The Upper Division Writing Proficiency Exam (WPE)

- Must be taken **no later than the semester in which 75 units are completed**
- Given several times **each semester**
- See WPE webpage for more info (test dates, registration, sample tests, scoring, test, etc.). **Dates and Registration also listed on registration windows, tests fill up quickly so plan ahead**
Applying for Graduation

• Apply **two semesters** before anticipated graduation date
• Complete “My Academic Plan” (**MAP**)
• Go to Your **Major Department** for Application approval
• Submit Application & MAP to Cash Services with Fee
Taking Control of your Education

Learn the Tools to Navigate Your Academic Career

- **CSUN website** (including your College, Major, Campus services, etc.) [www.csun.edu](http://www.csun.edu)
  
  ✓ Activate and regularly check your CSUN email account
  
  ✓ [myNorthridge](http://my.csun.edu) **Portal**
  
  ✓ [Registration Guide, How To Guides, CSUN catalog](http://catalog.csun.edu)
  
  ✓ My Academic Planner (**MAP**) & Degree Progress Report (**DPR**)
myNorthridge Portal:
Academics

University Events:
- California State University Northridge (CSUN)
- CSUN News
- News

How to Guides for Students:
- How to guide for students

University Catalog:
- Northridge University Catalog
- Impartments and Programs

My Northridge Portal:
- Athletics
- Library
Taking Control of your Education

What Classes Do I Need to Take?
Using Your Degree Progress Report (DPR) and My Academic Planner (MAP)
The MAP & DPR allow you to see the classes you need to complete your degree, the classes you have taken, (including transfer classes that have been evaluated).

- The MAP shows prerequisites, course descriptions, allows you to create an academic plan.
- Bring your DPR to advisement.
Taking Control of your Education

myNorthridge Portal -- MAP & DPR and “How To Guides”

Online “How-To Guides”

Explain all aspects of using Portal tools.
- Search “How to Guides” or
- Hover your mouse over “Help” at the top right of your Portal page.
Taking Control of your Education

Both the MAP & DPR allow you to see:

- **Classes you need to complete your degree,**
- **Classes you have taken,** (including transfer classes that have been **evaluated**).

**The MAP has links to course descriptions, which show prerequisites.**
- It allows you to create an **Academic Plan** – showing what to classes to take in the future and how they will help you complete all requirements for your degree.
To Get Your Degree:

“NO”  ➔  “OK”

X  ➔  ✓ (MAP)

“-”  ➔  “+”

Reading Your MAP & DPR

Taking Control of your Education
“NO” or X at the beginning of a section means that the section has not been fully completed.
“OK” or ☑ at the beginning of a section means that the entire section has been fully completed.
Taking Control of your Education

**myNorthridge Portal -- MAP & DPR**

<table>
<thead>
<tr>
<th>NO</th>
<th>TITLE 5 REQUIREMENTS IN AMERICAN HISTORY AND GOVERNMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>- 1</td>
<td>AMERICAN HISTORY, INSTITUTIONS AND IDEALS</td>
</tr>
<tr>
<td></td>
<td>SELECT ONE OF THE LISTED COURSES</td>
</tr>
<tr>
<td></td>
<td>COURSE LIST: CH S 245  ECON 175  HIST 270,271,370,371  PAS 271,272</td>
</tr>
<tr>
<td>+ 2</td>
<td>U.S. CONSTITUTION MET</td>
</tr>
<tr>
<td></td>
<td>12SP POLS 155  3.0 B  GOVERNMENT OF U S  LAVC : POL SCI 001</td>
</tr>
<tr>
<td>+ 3</td>
<td>CALIFORNIA STATE AND LOCAL GOVERNMENT MET</td>
</tr>
<tr>
<td></td>
<td>12SP POLS 155  3.0 B  GOVERNMENT OF U S  LAVC : POL SCI 001</td>
</tr>
</tbody>
</table>

A “−” next to a sub-section indicates this requirement has not been met.

A “+” next to a sub-section indicates that this requirement has been completed.
Sections not yet fulfilled will provide a course list of possible classes for completion.

Read carefully for instruction about course lists – e.g., “Select One,” “Take All,” “Select 9 Units,” etc.
Taking Control of your Education

myNorthridge Portal -- MAP & DPR

IP next to sub-section indicates “In Progress” -- No grade or units show due to:

✓ Current Course Enrollment
✓ Courses not yet evaluated, or final grade not submitted
Taking Control of your Education

This section lists courses that aren’t used for any specific GE or Major requirement, however the units are still being counted towards the total units needed for graduation.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>11FA CHEM 101</td>
<td>4.0 B</td>
<td>GENERAL CHEMISTRY I</td>
</tr>
<tr>
<td>11FA CHEM 101L</td>
<td>1.0 B</td>
<td>GENERAL CHEMISTRY I</td>
</tr>
<tr>
<td>12SP CHEM 102</td>
<td>4.0 C</td>
<td>GEN CHEM II</td>
</tr>
<tr>
<td>12SP CHEM 102L</td>
<td>1.0 C</td>
<td>GEN CHEM II</td>
</tr>
</tbody>
</table>
Taking Control of your Education

myNorthridge Portal -- MAP & DPR

This area indicates how many units have been taken of the 120 units needed for graduation.

Only 70 units from a community college can count toward the 120 units. However, additional community college coursework can satisfy degree requirements, and all will become part of total GPA.
Taking Control of your Education

**myNorthridge Portal -- MAP & DPR**

These sections list classes that you did not pass or that are not transferable.
Thank you!

Any Questions?