California State University
Northridge

College of Engineering and Computer Science
Department of Computer Science

April 2007

Dear Continuing Computer Science Student,

As the Spring 2007 semester comes to a close, it is time to see your advisor to discuss your plans for the Fall 2007 semester. This letter contains information about advisement and other items that are important to all Computer Science majors. Please take the time to read this letter carefully.

An important change in advisement procedures is occurring, starting with the Fall 2007 registration all students in the **Pre-Computer Science Major** (Pre-Major) will have mandatory holds placed on their registration. Pre-Majors must see an appropriate academic advisor prior to registering for classes.

Advisement and Registration Information
You should be receiving your registration packet from the University in early May. This packet will contain your priority registration date and information about using the telephone and Web-based registration system interfaces. The Fall 2007 printed Schedule of Classes should also be available in the Bookstore in early May.

Advisement Category	Required or Optional Advisement	Advisor	Appointment Method	Advisement Location
ALL Pre-Majors (not on probation)	Required	Student Services Center or Dr. Alanen (if you are a transfer student with transfer credit still pending)	818-677-2191 or visit JD 1501 for Student Services Center appts; 818-677-3398 for appts with Dr. Alanen	JD 1501 for Student Services Center; JD 4407 for Dr. Alanen
Probationary Students	Required	Student Services Center	818-677-2191 or visit JD 1501	JD 1501
MEP/EOP Students	Required	Student Services Center	818-677-2191 or visit JD 1501	JD 1501
All Other Continuing Students (not on probation)	Optional	Student Services Center	818-677-2191 or visit JD 1501	JD 1501
Academic Advisors	Contact your regular faculty advisor prior to the end of the spring semester OR visit the College Student Services Center	Barkataki, S.	shan@csun.edu	JD 4449
		Barnes, M.	renzo@csun.edu	JD 4443
		Covington, R.	cov@csun.edu	JD 4421
		Gabrovsky, P.	peter.gabrovsky@csun.edu	JD 4427
		Henderson, R.	bhenderson@csun.edu	JD 4405
		Lingard, R.	rlingard@csun.edu	JD 4417
		McIlhenny, R.	rmcilhen@csun.edu	JD 4413
		Melara, G.	gem@csun.edu	JD 4431
		Pham, S.	spham@csun.edu	JD 4419
		Schwartz, D.	diane.schwartz@csun.edu	JD 4401
		Timmerman, B.	btimmer@csun.edu	JD 4423
		Trybus, G.	gtrybus@csun.edu	JD 4445
		Wiegley, J.	jeffw@csun.edu	JD 4407
		Zartoshty, B.	bzartoshty@csun.edu	JD 4441

As indicated in the table above, some Computer Science students are REQUIRED to receive advisement prior to attempting to register for Fall semester courses; these students have hold flags set that will deny them access to the course registration system. Even if advisement is not required, we strongly recommend you check with the appropriate advisor to confirm that you are selecting the proper courses to take and to answer questions you may have. Please note: The Student Services Center for the College of Engineering and Computer Science is located in JD 1501 (818-677-2191). You are also welcome to visit with your regular faculty advisor but please keep in mind that faculty are usually unavailable for advisement once finals start.

MEP/EOP Students
All MEP/EOP students have mandatory advisement holds placed on their registration. If you are taking lower division courses (100 and 200 level), you must receive advisement from the MEP/EOP office located within the College Student Services Center. If you are taking upper division courses (300 level and above) in the major and you have questions regarding your Concentrated Studies Package choices, you are encouraged to visit with a computer science faculty advisor prior to going to the MEP/EOP office.

Financial Aid Advisement
If the University Financial Aid Office requires that you have an advisor complete a pink Financial Aid Advisement form, please take that form to the College Student Services Center in Ad 710B. You do not need to make an appointment to see the department chair for this purpose. Failure to have your financial aid forms completed in a timely fashion can delay your ability to register for courses.

Changing Major from Pre-Computer Science to Computer Science
The computer science pre-major consists of seven courses: G.E. Basic Skills Analytical Reading and Expository Writing, G.E. Basic Skills Oral Communication, COMP 110/L, 182/L & 122, MATH 150A and PHIL 230. If you are currently in the computer science pre-major (designated as "pre-comp sci" on various University documents), you must have completed all eight of these pre-major courses before you can apply at EA 2403 (Computer Science Dept Office) to transfer to the computer science major. During the semester that you are applying to transfer to the full major you will be allowed to enroll in the following courses from the major: COMP 222, 232 & 282, MATH 150B. You will not be allowed to take any 300 or 400 level COMP courses until you are formally admitted into the full major.

Changes to the Computer Science Major
Course prerequisites are always subject to change and you are required to follow the current catalog requirements when it comes to prerequisites for the remaining courses you need to complete within the major. Please check the current University Catalog and Department's Web site at: http://www.csun.edu/compsci/ for the latest information regarding computer science course prerequisites.

Selection of a Concentrated Studies Package and Graduation Evaluation
If you have completed COMP 322/L and 380/L, you should be deciding on a sequence of courses for your Concentrated Studies Package. Your faculty advisor can help you plan your Concentrated Studies Package and is available to discuss career path questions you may have. The Computer Science Department has prepared an information handout regarding Concentrated Studies courses that is available at: http://www.csun.edu/compsci/

You are required to file for a graduation evaluation (grad check) almost one year prior to your anticipated graduation date. Students who plan to graduate at the end of a fall semester should file their grad check by March 1st of the preceding year. Students who plan to graduate at the end of a spring or summer semester should file their grad check by July 1st of the preceding year. If you need to initiate your graduation check, please make an appointment to visit your computer science faculty advisor.

Transfer Courses
If you have taken any courses at another college or university that you believe count towards the requirements of the computer science major, schedule an advisement appointment to request a transfer evaluation. This should be taken care of as soon as the courses are completed and transcripts showing the final course grade have been received by the University Admissions and Records Office. It is critically important that math courses be transferred in a timely fashion because the registration system may prohibit you from enrolling in subsequent courses until the registration flags that check for math prerequisites have been updated.

Best wishes for a successful semester.

Sincerely,

Professor Steven Stepanek, Chair
Department of Computer Science