

Welcome to the MCCAMC Student Resource Center & EOP Satellite. On the pages below you will find the following: the First-Time Transfer Checklist (FTT), the Pre-Advisement Information Checklist, and the First-time Transfer Advisement Schedule. Please read this information carefully to be better prepared as these are important topics that will be discussed in the Advisement Session. Then review the advisement appointment information on the last page and call the appropriate office to set your appointment. **Be sure to bring the signed Student Acknowledgement Signature Form to your scheduled advisement session.**

### **First-Time Transfer Checklist**

Registration for the Fall 2011 semester for all eligible students begins on Tuesday, June 21, 2011. Following these steps will make your first semester at CSUN a rewarding one:

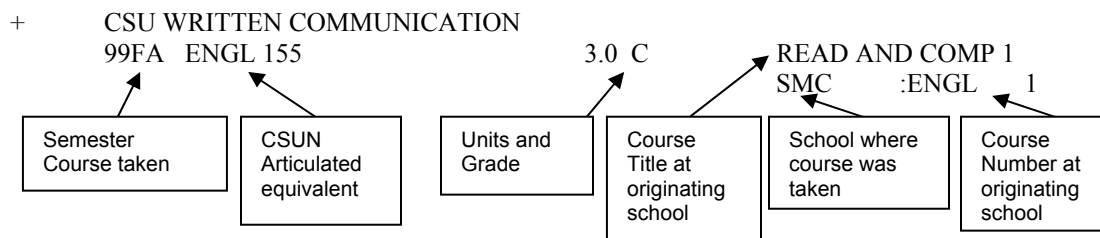
- ☐ As an Upper Division First Time Transfer (60 units) for the Fall 2011 semester, you are eligible to enroll at CSUN *only* if you have already completed an appropriate General Education Transfer course in all four of the following: GE Writing, Critical Thinking, Mathematics, and Oral Communication.
- ☐ You must submit your Intent to Register electronically by no later than Friday July 1, 2011. Log into myNorthridge from the [CSUN home page](#) with your CSUN User ID and Password. Click the **Home** tab, locate the **My Checklist** box and in the **Status** section, click **Intent to Register**.
- ☐ You must submit your final transcripts to CSUN's Office of Admissions and Records by August 12, 2011. This final transcript must show that the minimum requirements for transfer admission have been met.
- ☐ Make sure you allow yourself enough time to get to your appointment on time. Directions may be found on our campus website at <http://www.csun.edu/~pubrels/directions/directions.html>. If utilizing campus parking, it will cost \$6.00 per day. Information is available at <http://www-admn.csun.edu/parking.html>. Plan to arrive 30 minutes early in order to purchase the *2010-2012 University Catalog*, if it is available in the CSUN Matador Bookstore. This resource as well as the Fall 2011 Semester Schedule of Classes are also available online through the myNorthridge Portal or [www.csun.edu/anr/soc](http://www.csun.edu/anr/soc).
- ☐ Due to the amount of information involved, be prepared to stay at least one and a half hours for your advisement appointment.
- ☐ Make a list of questions about your major, General Education, financial aid, housing, etc. so that you can ask the advisor during your appointment.
- ☐ Log in to the myNorthridge Web Portal at <https://www.csun.edu> on a weekly basis as e-mail is the primary source of communication for the campus. You will be using the Portal for a variety of important information (including but not limited to accessing your academic records, viewing your financial aid, and checking for campus updates).
- ☐ If you are a Music Major, please bring your *Music Acceptance Letter* and any Music Placement test results (if taken) indicating music course requirements for Fall 2011 (if you have not yet auditioned, contact the Music Department at (818) 677-3181).
- ☐ Refer to the following website for updated information on possible New Student Orientation sessions: [www.csun.edu/nso](http://www.csun.edu/nso). Alternatively, you may call the Office of Student Development at (818) 677-2393 to request information. This is ***not*** to be confused with your advisement and registration session.
- ☐ **Fall 2011 weekday classes begin Monday, August 29, Saturday classes begin Saturday, August 27, 2011.**

**Pre-Advisement Information Checklist**

- ☐ **Degree Progress Report (DPR)** – The Degree Progress Report shows students how the courses they have already completed are being used to meet specific requirements towards completion of their bachelor's degree at CSUN. For areas or requirements that are still unsatisfied, the DPR will also display a list of CSUN courses that could be used to meet each unmet requirement. Ultimately then, the DPR surveys all of the eight requirements to graduate and evaluates a student's progress towards completion of the following:

- 1) GE Program Requirements and Coursework
- 2) Title V Requirements and Coursework
- 3) Major Requirements and Coursework
- 4) Units Minimum Requirements
- 5) Grade Point Averages
- 6) Residence Requirements
- 7) Writing Skills Requirements
- 8) Approval of Faculty (Filing for Graduation) – will show once a student has filed and been evaluated by the graduation evaluations office at CSUN.

The DPR system reviews courses for placement into CSUN requirements based on a variety of acceptance criteria. The most notable of these are: current and previous articulation agreements, GE certification program requirements and coursework from participating California institutions, and previously accepted course information from appropriately accredited 2-year and 4-year institutions nationwide. The report will show the course that is being used to satisfy a requirement in the following manner:



It is important to note that the DPR is an unofficial document which is highly reliable if read correctly but should never be assumed to be a 'perfect' reflection of a student's current status and degree progress. Students and others must be mindful of the possible problems and exceptions inherent within the system – e.g. incomplete transcript record, transcripts received but not fully evaluated, departmentally approved changes to graduation requirements that have not been noted and other similar issues.

The DPR is available to students in two forms at CSUN - a printed (or .pdf) version and also an interactive version. Both give the same information but they are formatted differently. It is advisable for students to become familiar with both versions. All students have regular access to the information contained within their Degree Progress Report through the Web Portal. You may access this by following the links: Services for Students>My Academic Planner.

In the future, when you are nearing graduation, you will need to file for graduation. This process requires you to submit a completed Application for Graduation form as well as a MAP or My Academic Planner showing the courses you intend to take to complete your degree. Information on this process and on how to access the Degree Progress Report can be found at: <http://www.csun.edu/a&r/soc/solar/map.html>.

**Registration and Add/Drop Policies and Deadlines** – As an incoming transfer, you will receive a Registration Access Mailer (RAM) which will indicate when your priority registration period begins. You will be able to access the myNorthridge Portal for registration at any time once your priority period begins. However, beginning on the first day of the semester the university permits a student to change their schedule only under certain conditions (please see Add/Drop Policies below).

Before you attempt to register each semester, there are a few steps you should follow to ensure that your registration will go smoothly:

- access your Portal account to determine if there are any registration holds preventing you from enrolling during your priority period. There are a variety of holds you could encounter: advisement holds, health center holds, holds related to missing documents, etc.,
- see the MCCAMC Advisement Grid: <http://www.csun.edu/amc/EOP/EOPAdvisementGridF11.pdf> to determine where you should receive advisement for the next term,
- review your Degree Progress Report and the upcoming Semester Schedule of Classes to begin building a possible course enrollment list for the next term,
- make sure that your tuition will be paid by the deadline (either verify any financial aid you may be receiving through the Portal or determine how you will come up with the money).

**Add/Drop Policies** – Students are only eligible to adjust their schedule (add classes, drop classes, or change the basis of grading) through the end of the third week of the semester. During this period, you need to use the myNorthridge Portal to make the change. Note: if you are trying to add during first 3 weeks, you will need Permission #'s to enroll in a course. **Always verify that the change has gone through by printing out and carefully reviewing your new schedule.** Do not assume any change has occurred simply because you have entered information into the Portal. It is the student's responsibility to verify correct enrollment each semester and to complete all courses they are enrolled in. Students are not automatically dropped from classes they are not attending. Failure to attend or complete a class you are enrolled in will result in a grade of "WU" which counts as "F" in the GPA.

Attempting to add or drop courses after the third week requires additional approvals and a justifiable reason to attempt the change. Be aware, in most cases you will not receive approval for attempted schedule changes after the third week.

- *For additional information – see the 2010-2012 University Catalog.*



**Grades and Other GPA Issues** – For many, grades can be seen as one measure of a student's success in a particular class. Most students expect to receive good grades, although not all students do. In a university, good grades don't just happen – students have to earn them. Below are some steps you can take to assist you in your efforts to earn good grades:

- Read and use the syllabus of each class.
- Track your test and assignment due dates on a semester calendar.
- Track your grade in each class.
- Meet with your instructors whenever you have questions that aren't answered in class.
- Attend classes every day.
- Study for each class regularly and often - plan on spending anywhere from 20 hours or more a week outside of class studying or preparing for your classes (at least 2-3 hours per class hour).

**Some Policies related to grades and GPA:**

**Credit/No Credit Coursework:** Courses that are taken on a CR/NC basis of grading are not calculated into the GPA – only graded courses are used. **BUT** you need to remember that **all** courses that are used to

meet GE, Title 5, and any course taken within the department of the major must be enrolled in on a graded basis, i.e. cannot be taken CR/NC, unless the catalog states otherwise. A maximum of 18 units of CR/NC coursework can be taken in the degree. (*See 2010-2012 University Catalog*)

**Undergraduate Repeat Policy:** Students are allowed to repeat up to 16 units of coursework for the purpose of enhancing the grade. The better of the first two grades will be used to calculate the GPA and the lesser grade will be 'forgiven'. However, both grades will appear on official transcripts. Students are allowed to repeat only if they have received a grade of C- or less in their first attempt and are not permitted to enroll in a repeat course until the Thursday before the first day of the semester. Students are not permitted to enroll in a class for a 3<sup>rd</sup> time without the written consent of the Associate Dean of the major. All attempts beyond the first will be calculated into the GPA. Courses taken at other schools cannot be repeated at CSUN to enhance the grade. Courses taken at CSUN cannot be repeated at other schools to enhance the grade. (*See 2010-2012 University Catalog*)

**Policy on Incomplete Grades:** Students may request a grade of "I" or Incomplete only if they have satisfied a substantial portion of a course but due to unforeseen and fully justified reasons they were unable to complete the course by the end of the semester. The work that is incomplete normally should be of such a nature that it can be completed independently by the student for later evaluation by the instructor. An incomplete shall not be assigned when a student would be required to attend a major portion of the class when it is next offered. A final grade is assigned when the work agreed upon has been completed and evaluated. Students should not re-enroll in any course in which they have received an incomplete.

Unless an approved "Request for Extension of Time to Remove Incomplete" form has been filed with Admissions and Records, an "I" must normally be made up within one calendar year immediately following the end of the term during which it was assigned. This limitation prevails whether or not the student maintains continuous enrollment.

An incomplete will be counted as equivalent to an F (or an NC if applicable) for grade point average computation under the following conditions:

- ✓ If a student fails to complete the assigned work within one calendar year.
- ✓ If an undergraduate student re-enrolls in the course before making up the work during the calendar year.

**GPA and Graduation:** In order to graduate you will need to have certain GPA's at 2.0 or higher. These are:

- CSUN GPA: all graded courses you enroll in at CSUN goes into this
- CUM or Total GPA: all CSUN courses plus all courses taken at another college and transferred to CSUN goes into this
- Major GPA: all upper division courses used to complete the major goes into this
- Minor GPA: all upper division courses used to complete the minor goes into this. A student is not required to do a minor. This GPA is calculated only if the student has added into and intends to complete a minor before graduation.

**Probation and Disqualification:** If either your CSUN or your CUM GPA falls below 2.0 you are automatically placed on probation. A student on probation is allowed to enroll in no more than 13 units in any semester they are on probation.

Disqualification means dismissal from the university (no longer eligible to enroll as a matriculating student).

Students on probation will be disqualified when:

Freshman (0-29 total units earned): CSUN or Cumulative GPA falls below 1.50

Sophomore (30-59 total units earned): CSUN or Cumulative GPA falls below 1.70

Junior (60-89 total units earned): CSUN or Cumulative GPA falls below 1.85

Senior (90 or more total units): CSUN or Cumulative GPA or overall falls below 1.95

Effective Spring 2009: Any student who falls below a 1.0 cumulative GPA at the conclusion of a semester will be disqualified immediately without first being placed on probation. This policy does not apply to first time freshmen who fall below 1.0 in their first semester only. All subsequent semesters, all students are subject to this policy.

- *For more information, please refer to the 2010-2012 University Catalog*



**Student Conduct Code** - Students and applicants for admission who do not abide by the policies on conduct are subject to discipline as provided by the Educational Code. This discipline could include any of the following: expulsion, suspension, administrative probation, or a lesser sanction as dictated by campus authority. Whenever it appears that there has been a Student Conduct Code violation, a complaint will be filed with the Associate Vice President for Student Affairs for investigation.

### **Academic Dishonesty**

In order to preserve the integrity and quality of the educational process, students must adhere to a level of honesty that prohibits them from participating in any form of academic dishonesty, such as cheating, fabrication of information, or plagiarism. It is the responsibility of the faculty to evaluate student performance and to 'make reasonable efforts to guarantee that work is done by the student who is to receive credit for its completion'. If a faculty member determines that a student has in some way been academically dishonest then it is up to the faculty member to determine the appropriate penalty to be imposed on the student. The faculty member may:

- 1) Assign a lower grade for the assignment, exam, or the entire course.
- 2) Request that the Office of the Vice President of Student Affairs send a letter to the student notifying them that the university is aware of the student's infraction but will not take action.
- 3) Request disciplinary action against the student through the Office of the Vice President of Student Affairs. If requested, this can be a lengthy process that also requires the Department Chair and or Dean of the course to submit a formal request and written report of the offense. The incident will then be investigated and an appropriate action taken.

**Cheating:** Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.

**Fabrication:** Intentional falsification or invention of any information or citation in an academic exercise.

**Plagiarism:** Intentionally or knowingly representing the words, ideas, or work of another as one's own in any academic exercise.

- *For additional information, please refer to the 2010-2012 University Catalog*



**Family Educational Rights and Privacy Act (FERPA)** – This federal act deals with the privacy of student records and the rights granted to students regarding their educational records. Under this act, an educational or student record is any record containing personally identifiable information that is directly related to a student and maintained by the University or its agents.

Except as permitted by the Act, the University will not disclose student educational records without the consent of the student.

What does FERPA seek to ensure?

- 1) that all students have access to their records,
- 2) that students have an opportunity to challenge the content of their records,
- 3) that the university will obtain consent prior to the disclosure of certain student records to third parties,
- 4) that students will be informed of their FERPA rights.

Policy: FERPA vests parents with certain rights concerning student records. These rights transfer to students upon reaching the age of 18 or upon enrolling at a post-secondary institution.

- *Additional information related to FERPA can be found in the 2010-2012 University Catalog.*

☐ **Graduation Plans** – Students are able to access a Graduation Plan through the web which will enumerate the requirements needed to complete a particular major option/program. These sample plans are intended to show how the courses needed for the major, GE, Title V and other requirements can be organized into a multiple semester sequence. It is important to note that these plans offer only one of the many ways a student could organize coursework to complete their degree. These sample plans are not intended to replace advisement and should be used in conjunction with both the University Catalog, the semester Schedule of Classes and your Degree Progress Report.

Students in the Mike Curb College of Arts, Media, and Communication will find these plans at the following address: <http://www.csun.edu/anr/plans/index.html>. Most departments within the MCCAMC offer various options/programs within the major. Students may view these options through the list under the major department name within the above listed web address.

It is recommended that you review as many of these plans as needed to determine which option you are intending to complete. The major options/programs will be discussed with you at your advisement session.

For transfer students, the Sample 4-Year Plan shows all course requirements to graduate. However, your transfer course history will complete a number of these requirements as indicated through your Degree Progress Report. Therefore, the time to complete your plan should be less than 4 years and will be determined by the number of classes you still need and the number of units you complete each semester.

**Please continue to next two pages.**

First-Time Transfer Checklist &  
Pre-Advisement Information Checklist

**Student Acknowledgement Signature Form**

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
CSUN ID #

**My signature acknowledges that I have reviewed and recognize the importance of the information listed in both the First-Time Transfer Checklist (all items) and the Pre-Advisement Information Checklist which includes the following topics:**

- Degree Progress Report (DPR)
- Registration and Add/Drop Policies and Deadlines
- Grades and Other GPA Issues
- Student Conduct Code /Academic Dishonesty
- Family Educational Rights and Privacy Act (FERPA)
- Graduation Plan

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**REMINDER:** Please sign this form and bring it to your scheduled Advisement Appointment.



## ***Fall 2011: First-time Transfer Advisement Appointments***

***The Mike Curb College of Arts, Media, and Communication is composed of the following six major departments: Art, Cinema and Television Arts, Communication Studies, Journalism, Music, and Theatre. The college has made arrangements to have faculty and/or staff available to meet the advisement needs of students transferring into one of our programs for the Fall 2011 semester. The location of available advisement will be based on your major department affiliation. Please refer to the following table to determine the correct office through which your advisement should be scheduled.***

***As a transfer student into our college, we request that you wait until you receive the advisement communication from our office, the MCCAMC Student Resource Center & EOP Satellite, before contacting the office listed below. It is anticipated that transfer students will be able to contact the appropriate advisement office beginning in mid- May to make arrangements in scheduling their initial advisement appointment.***

***Note: Walk-ins will NOT be permitted. You must have an appointment in order to receive advisement.***

***International Students:*** If you have been admitted to CSUN for the Fall 2011 semester as an International Student and if your major is one of those listed below, you are strongly encouraged to seek advisement assistance through the Student Resource Center/EOP office. As well as the academic advisement you receive through our office, you will also need to attend one of the mandatory orientation sessions through the International and Exchange Student Center at CSUN. Attendance at this session is necessary to remove your Foreign Student registration hold ("F" Hold) and to assist the campus in clearing you for your student visa. You will be unable to register for your Fall 2011 classes until the "F" hold has been removed.

***Note: If you are currently living more than three hours away from CSUN, please call the appropriate office listed below to make alternative arrangements to meet your advisement needs.***

Major Department	Advisement Location	Phone Number
<b>Art</b>	Art & Design Center Room 100	(818) 677- 2348
<b>Cinema and Television Arts</b>	Manzanita Room 195	(818) 677- 3192
<b>Communication Studies</b>	MCCAMC Student Resource Center/EOP, Nordhoff Hall Room 135	(818) 677-2024
<b>Journalism</b>	Manzanita Hall Room 210	(818) 677-2024
<b>Music</b>	MCCAMC Student Resource Center/EOP, Nordhoff Hall Room 135	(818) 677-2024
<b>Theatre</b>	MCCAMC Student Resource Center/EOP, Nordhoff Hall Room 135	(818) 677-2024