

## ACADEMIC ADVISEMENT RESOURCES

### General Advisement

#### Advising Center

Location: Bell Tower Building, Room 1595

Telephone: (805) 437-8571

Fax: (805) 437-8857

Office Hours: Monday–Thursday, 8:30 a.m.-6:00 p.m.;

Friday, 8:00 a.m.-5:00 p.m.

<http://www.csuci.edu/academics/advising/index.htm>

#### Advising Center Staff:

Sue Saunders, Director of Academic Advising and Learning Support Services

Advisors: Susan Arias, Barbara Duffin, Jamey Hunstad, Chiara Lamb, and Monica Rivas

Advising Support Coordinator: Wendy Olson

Administrative Support Assistant: Sara Alcala

Articulation Officer: Janet Rizzoli

At CSU Channel Islands, the role of advising is shared by faculty advisors and professional academic advisors. Academic advising is a continuous process that supports students throughout their academic journey at the University. Students are ultimately responsible for their educational planning and meeting all graduation requirements. Students need to be familiar with the University Catalog policies, as well as major and degree policies. In order to ensure academic success and remain on course, students are encouraged to maintain regular contact with academic and faculty advisors.

Students may stop by the Advising Center check-in counter to schedule an appointment with one of our professional academic advisors. Academic advisors are busiest during registration periods and the first few weeks of the semester. Students are encouraged to schedule advising sessions during the non-peak times. Major faculty advisors are available on a walk-in basis or by appointment. Each semester, office locations, hours and phone numbers of major faculty advisors are posted in the display case outside the Advising Center.

### Systemwide Placement Test Requirements

The California State University requires each entering undergraduate, except those who qualify for an exemption, to take the CSU Entry Level Mathematics (ELM) examination and the CSU English Placement Test (EPT) prior to enrollment. These placement tests are not a condition for admission to the CSU, but they are a condition of enrollment. They are designed to identify entering students who may need additional support in acquiring the basic English and mathematics skills necessary to succeed in CSU baccalaureate-level courses.

Undergraduate students who do not demonstrate college-level skills in mathematics will be placed in appropriate remedial programs and activities during the first term of their enrollment. Students placed in such programs in mathematics must complete all remediation in their first year of enrollment. Failure to complete remediation by the end of the first year may result in denial of enrollment for future terms. Students register for the EPT and/or ELM at their local CSU campus. Questions about test dates and registration materials may be addressed to the Student Life office located in the Bell Tower Building, Room 1769, (805) 437-8510.

### Directed Self Placement (DSP)

Directed self placement will be the only method used on the CSU Channel Islands campus to place students into freshman composition courses. EPT scores will not be used. Students will be given guidance in directed self placement during orientation and will select either English 105, Composition and Rhetoric, or the English 102/103 Stretch Composition sequence. Completion of either English 105 or English 102/103 satisfies the freshman writing requirement.

### University Writing Center and Learning Resource Center

The University Writing Center and the Learning Resource Center is located on the second floor of the John Spoor Broome Library.

#### University Writing Center

At the University Writing Center, trained tutors are available to assist students with composing a first draft, organizing their ideas, and polishing their completed work. Students who would like to review the fundamentals of grammar, syntax, and word usage are invited to work with tutors on an individual basis or in small group sessions with the center's director. The center is also available to assist students with organizing their studies, taking notes, and using research materials.

The University Writing Center is open to talk with any student about writing—whether it's a term paper, lab report, or employment letter. Our writing tutors are available to help with editing, organizing a paper, and improving writing skills. Tutors assist students with any step in the writing process, from brainstorming to creating a final draft. The Writing Center provides individual and group tutoring, writing workshops, and other services to meet the writing needs of undergraduate and graduate students. Appointments are at least 30 minutes, and can be as long as an hour. For more information, visit the Writing Center web site at <http://www.csuci.edu/writingcenter/>. The Writing Center's services are free of charge. The Center is open Monday through Thursday from 9:00 a.m. to 7:00 p.m. and Friday from 9:00–12:00 p.m.. For an appointment or more information please call 437-8409.

#### Learning Resource Center

The Learning Resource Center offers individual and group tutoring for many general education and undergraduate courses. Trained tutors guide and assist students to develop content area knowledge and skills. Tutoring is offered for subjects such as ASL, Biology, Chemistry, Physics and Spanish. Students should contact the Learning Resource administrative assistant to obtain information regarding discipline tutoring available each semester. Students can receive extensive assistance in courses dealing with basic mathematics, geometry, statistics, calculus, as well as higher mathematics. Drop-in assistance is available throughout the semester. The Learning Resource Center is open Monday through Thursday from 9:00 a.m. to 7:00 p.m. and Friday from 9:00–12:00 p.m.. For more information please call 437-8409.



**Faculty Advisors**

Program	Faculty Advisor	Phone Number
Applied Physics	Prof. Geoff Dougherty	(805) 437-8990
Art <a href="mailto:art@csuci.edu">art@csuci.edu</a>	Prof. Jack Reilly Prof. Liz King	(805) 437-8863 (805) 437-8556
Biology	Prof. Nancy Mazingo (Last names L-O) Prof. Amy Denton (Last names D-K) Prof. Nitika Parmar (Last names P-Z) Prof. Ruben Alarcon (Last names A-C)	(805) 437-8989 (805) 437-8458 (805) 437-8873 (805) 437-2634
Business/Economics <a href="mailto:business&amp;economics@csuci.edu">business&amp;economics@csuci.edu</a>	Prof. Paul Rivera	(805) 437-8988
Chemistry <a href="mailto:chemistry@csuci.edu">chemistry@csuci.edu</a>	Prof. Phil Hampton Prof. Blake Gillespie Prof. Simone Aloisio (Chair)	(805) 437-8869 (805) 437-2796 (805) 437-8999
Chicano Studies	Prof. Jose Alamillo	(805) 437-2685
Communication	Prof. Tracylee Clarke	(805) 437-3305
Computer Science <a href="mailto:computerscience@csuci.edu">computerscience@csuci.edu</a>	Prof. William Wolfe	(805) 437-8985
Early Childhood Studies	Prof. Elizabeth Quintero	(805) 437-3306
Multiple Subject	Prof. Marilyn Buchanan <i>Program Coordinator</i>	(805) 437-8579
Credential Advisement	Patti Pulido (General) Tina Torres & Christina Canchola (Single Subject, SPED & Interns) Tina Torres (MA SPED II, MA EDL)	(805) 437-8953
Masters-Ed Leadership	Tim Rummel <i>Coordinator</i>	(805) 437-8429
Special Education level 2 & Special Ed Masters	Prof. Tiina Itkonen <i>Coordinator</i>	(805) 437-3294
Single Subjects <a href="mailto:education@csuci.edu">education@csuci.edu</a>	Prof. Jeanne Grier <i>Coordinator</i>	(805) 437-8987
Special Education level 1	Prof. Jill Leafstedt	(805) 437-2792
English: Literature & Writing <a href="mailto:education@csuci.edu">education@csuci.edu</a>	Prof. Jacque Kilpatrick <i>Chair</i> Prof. Brad Monsma Prof. Mary Adler (English Edu) Prof. Joan Peters (Creative Writing)	(805) 437-8865 (805) 437-8948 (805) 437-8486 (805) 437-8448
Environmental Science & Resource Management <a href="mailto:esrm@csuci.edu">esrm@csuci.edu</a>	Prof. Don Rodriguez Prof. Sean Anderson Prof. Chris Cogan	(805) 437-8494 (805) 437-8984 (805) 437-3319
History <a href="mailto:history@csuci.edu">history@csuci.edu</a>	Prof. Marie Francois	(805) 437-3123
Liberal Studies <a href="mailto:liberal.studies@csuci.edu">liberal.studies@csuci.edu</a>	Prof. Alex McNeil <i>Coordinator</i>	(805) 437-2746
Mathematics <a href="mailto:math@csuci.edu">math@csuci.edu</a>	Prof. Ivona Grzegorzcyk Prof. Jorge Garcia (Freshmen Math Placement)	(805) 437-8868 (805) 437-2769
Nursing <a href="mailto:nursing@csuci.edu">nursing@csuci.edu</a>	Prof. Karen Jensen	(805) 437-3150
Performing Arts <a href="mailto:performingarts@csuci.edu">performingarts@csuci.edu</a>	Prof. Ludvika Popenhagen	(805) 437-3187
Psychology <a href="mailto:psychology@csuci.edu">psychology@csuci.edu</a>	Prof. Harley Baker	(805) 437-8997
Political Science <a href="mailto:politicalscience@csuci.edu">politicalscience@csuci.edu</a>	Prof. Scott Frisch	(805) 437-2770
Sociology <a href="mailto:sociology@csuci.edu">sociology@csuci.edu</a>	Prof. Elizabeth Hartung	(805) 437-3274
Spanish <a href="mailto:spanish@csuci.edu">spanish@csuci.edu</a>	Prof. Terry Ballman Prof. Stephen Clark	(805) 437-8996 (805) 437-3317

**myCI**

**myCI** is a new single point of access for major campus applications, including CI Learn (formerly Blackboard), CI Records (formerly PeopleSoft HRSA), Dolphin Email, and Dolphin Files.

Students can use **myCI** to:

- access CI Learn, CI Records, Dolphin Email, and Dolphin Files using a single user name + password
- recover their Dolphin Password automatically (in case it is forgotten).

Logging in to **myCI**:

Dolphin Name: firstname.lastname + 3 digits (example: pat.smith123)

Your Dolphin Password is activated from the activation form located on the **myCI** page. If you have forgotten your password, you can reset it from the **myCI** home page.

**CI Learn** is a web-based course management program that enables instructors to present course content and interact with their students via the Web.

If you are new to CI, your CI Learn courses will be created once you have completed the registration process.

CI Learn courses are created automatically using the Registrar's data. If you do not see your courses appear, it may mean that your course instructor has not made the course available yet, or has chosen not to use CI Learn for the course.

Help with CI Learn can be found at: <http://www.csuci.edu/ats/irs/blackboard.htm>

**Dolphin Files** is a web-based file storage system that allows you to store files that can be accessed from anywhere.

**For course schedule information on the following special session degree programs, contact Extended University at (805) 437-2748, or email [exed@csuci.edu](mailto:exed@csuci.edu):**

**Dual MS Biotechnology/MBA Degree  
Master of Business Administration (MBA)  
Master of Science in Mathematics  
Master of Science in Biotechnology and Bioinformatics  
Master of Science in Computer Science  
Bachelor of Science in Information Technology (BSIT)  
Bachelor of Science in Nursing (RN-BSN)**

## REGISTRATION

Registration takes place on the web at *myCI* - <http://myCI.csuci.edu>. This is the University's student information system. Students register for classes at appointment times, which are set based on class level and descending number of units earned (seniors, then juniors, etc). New students will also register on-line, during Orientation and new student advising workshops. Access to the system is secured by a unique user ID and password. Click [here](#) to access the online guide *How to Register for Classes*.

The *myCI* system also allows students to maintain their address and phone number, view their grades at the end of the term, and review their transcripts of classes taken at CI. As new features are implemented, they will become available on the *myCI* site.

Help documents covering login procedures and minimum browser requirements for use of *myCI* are available at <http://www.csuci.edu/cicms/help/>. Click [here](#) for the Records and Registration webpage. You will find the "How To" guides posted along with various forms available on the web, such as the *Change of Program* form.

Students are responsible for payment of their registration fees. Registration is complete only after fees have been paid. See University Fees and Refunds section for more information.

### Schedule of Classes on the Web

This Schedule of Classes publication will also be available online on the University web site. Additionally, changes, added sections and class cancellations will be posted to the web site prior to the start of the semester. The most current listing of classes is available by using the *View Schedule of Classes* link in [myCI](#) to search current offerings.

### Course Load

An undergraduate student may enroll in 18 units without advisor approval. Students enrolling in 19 or more units are required to have a program advisor's written approval. Program advisors may sign the Change of Program form or the Additional Units Authorization form. Students must turn in an approved Additional Units Authorization form, in addition to the Change of Program form, to the Enrollment Center for processing.

### Waitlist

Students may opt to be placed on a waitlist for a class that is full at the time of registration. The student will be informed at the time of registration in *myCI* of his/her position on the waitlist for a class. Students opting for the waitlist are not guaranteed entry to the class. However, prior to the start of classes, if sufficient space becomes available, and the student has not enrolled in another section of the same class or in another class that would cause a time conflict, the student will be enrolled into the class from the waitlist. Students who opt to be waitlisted for a class are encouraged to check their schedules often to determine if their position on the waitlist has changed or if they have been enrolled in the class from the waitlist. Students will not otherwise be notified of their enrollment in a class from the waitlist. If a waitlist exists for a class at the start of the semester, a waitlist roster will be provided to the instructor which lists students in the order that they waitlisted for the class. The instructor may, at his / her discretion, use the waitlist to determine who may be allowed to add the class.

The waitlist is not available for class sections that have been cancelled nor is it available for non-enrollment components of classes.

### Time Conflicts

Students may not enroll in classes that conflict in time. If the faculty members involved believe a student may participate fully and attend two classes that conflict in time in the schedule, the student must obtain the signature of both instructors for these classes on the Time Conflict form, and state the reasons why this is possible. Time Conflict Forms are available in the Enrollment Center for this purpose and on the Records and Registration webpage.

## IMPLEMENTATION OF NEW CSU-WIDE ACADEMIC POLICIES BEGINS FALL 2009

**Important undergraduate policies have changed regarding academic withdrawal from courses and the repetition of courses.<sup>^</sup>**

### Withdrawal from CI courses will now be limited

- Withdrawal from a course(s) may be permitted without restriction during the first three (3) weeks of the semester. After students have repeated up to a total of 18 units of CI coursework, further course withdrawal is not allowed.
- Withdrawal requests after the third week are allowed for "serious and compelling reasons" and must be well documented by the campus, but cannot exceed the 18 unit maximum.
- Withdrawals in the last few weeks of the term are not permitted unless the circumstances are beyond the student's control (i.e. medical emergency or accident) and an *Incomplete* ("I") grade is not feasible.
  - Such withdrawals must be complete withdrawals from the term, but they do not count against the 18 unit maximum.

### Change to CI Online Enrollment

- Students already enrolled in a class with an "I" grade will not be allowed to re-enroll in the class in a future term UNTIL the incomplete is converted to a grade.

### Change to CI Repeat Policy—limit is now 16 units

- Students already at the original maximum of 18 units will not be allowed to repeat any courses for grade forgiveness.
- Undergraduate students may repeat an individual course for grade forgiveness no more than two (2) times *{three (3) attempts total}*.
- The limits only apply to units completed at CI.

<sup>^</sup>Executive Order 1037 supersedes EO Nos. 795, 320 and 213.

**Questions should be directed to Records & Registration, Enrollment Services at 437-8500, fax 437-8509 or email [records.registration@csuci.edu](mailto:records.registration@csuci.edu).**

**Change of Program**

Students are responsible for managing their programs of study; obtaining any authorizations required to add, drop or swap classes or to change the basis of grading for a class. Such changes can be made on the web in *myCI* prior to the start of classes without any authorization. Once classes begin through the end of the third week of the semester, the authorization of the instructor is required to add. Beginning with the fourth week of instruction, all enrollment changes must be requested by obtaining required signatures on the Change of Program form and having the form processed at the Enrollment Center.

Students are responsible for any additional fees incurred as a result of adding classes. Please refer to the Change of Program Table in this Schedule of Classes for information on Change of Program deadlines and required authorizations.

**Late Registration**

Students who have not registered prior to the start of classes must follow the late registration procedures in order to enroll. Students must obtain authorization from the instructor to add a class prior to the published deadline. Students may add classes by obtaining the signature of the instructor on the Change of Program form, available in the Enrollment Center in Sage Hall, and having the form processed at the Enrollment Center.

Late registration must be completed by the end of the third week of instruction. A \$25.00 Late Registration fee is charged in addition to all regular registration fees. Refer to the University Fees section of this publication for more information. Late registration is available only to students admitted to the University. Please refer to the Change of Program Table in this Schedule of Classes for information on Change of Program deadlines and required authorizations.

**Adding Classes**

Once classes begin, students must obtain authorization from the instructor to add a class prior to the published deadline. Students may add classes by obtaining the signature of the instructor on the Change of Program form, available in the Enrollment Center in Sage Hall, and having the form processed at the Enrollment Center.

Students are responsible for any additional fees incurred as a result of adding classes. Please refer to the Change of Program Table in this Schedule of Classes for information on Change of Program deadlines and required authorizations.

**Dropping Classes**

Prior to the start of classes and through the end of the third week of the semester, students may drop classes on the web in *myCI* without any authorization of the instructor. Alternatively, once classes begin, students may complete the Change of Program form and have it processed in the Enrollment Center until the deadline. Although a record is kept of the drop, the course will not appear on the student's permanent record.

Beginning with the fourth week of instruction and prior to the tenth week of instruction, withdrawal is permissible only for serious and compelling reasons. The approval signatures of the instructor and the Program Chair are required to withdraw

from a class during this period. Documentation of the serious and compelling reasons may be required. A "W" grade will be recorded on the student's permanent record.

**Withdrawal during the final six weeks of instruction is not permitted except in cases where the circumstances causing the withdrawal are clearly beyond the student's control,** and the assignment of an "I" (Incomplete) grade is not practical. Ordinarily, withdrawal in this category will involve complete withdrawal from the University. The approval signatures of the instructor and program chair are required to withdraw from classes during this period. Documentation of the circumstances causing the student to request withdrawal may be required. A "W" grade will be recorded on the student's permanent record for each course.

Failure to properly withdraw from class(es) may result in the student receiving failing grades ("WU" grade). Please refer to the Change of Program Table in this Schedule of Classes for information on Change of Program deadlines and required authorizations.

The CSU has instituted limits on course withdrawals starting Fall 2009. Please go to [http://www.csuci.edu/students/rec\\_libr\\_docs/2098\\_Implementation\\_of\\_New\\_CSU\\_Policies.pdf](http://www.csuci.edu/students/rec_libr_docs/2098_Implementation_of_New_CSU_Policies.pdf) for more information.

**Complete Withdrawal from the University**

Students who find it necessary to withdraw from CSU Channel Islands after enrolling are required to follow the official withdrawal procedures. Students must provide proof of a serious and compelling reason for withdrawal. Complete Withdrawal from the University is requested by completing a Change of Program form. Beginning with the fourth week of instruction, the signature of the Instructor and Program Chair is required. Please refer to the Change of Program Table in this Schedule of Classes for information on Change of Program deadlines and required authorizations. Failure to properly withdraw may result in the assignment of failing grades in all courses. Students receiving financial aid are advised to consult with the Financial Aid office, prior to withdrawing from the University, regarding any required return or repayments of grant or loan assistance received for that academic term. If a recipient of financial assistance under federal Title IV financial aid programs withdraws from the institution during a payment period, the amount of grant or loan assistance received is subject to return and repayment provisions governed by federal law. Consult the University Fees section of this publication for information on refunds as a result of Complete Withdrawal from the University. Students living on campus should also consult with Housing and Residential Education concerning their contractual obligations.

Students granted a medical withdrawal must provide evidence of clearance from their health care professional prior to subsequent term registration. This written documentation, certifying the student's fitness to resume academic study, must be submitted to the Disability Resource Program prior to registration. Students may be asked to sign a release to permit University staff to seek additional information, if needed, concerning the student's fitness for renewed academic study.

If a student submits requests for complete withdrawal in multiple terms, he/she may be required to demonstrate that he/she is performing passing coursework prior to consideration of such requests. For students granted more than one complete withdrawal, a return to school plan indicating course registration plans, accommodations and other support services to be used by the student may be required prior to registration when the student returns to the campus.

### **Instructor Initiated Drop Non-Attendance**

An instructor may drop a student who does not attend class and who has not made prior arrangements with the instructor. This may occur as early as the first class meeting or any time during the first three weeks of the semester.

Note: It is the student's responsibility to manage his / her class schedule and any change of program. Failure to properly drop a class may result in the student receiving a failing ("WU") grade for the course.

### **Prerequisites**

An instructor may drop a student who has enrolled in a class requiring permission of the instructor or completion of prerequisites if the student has not properly secured this permission or satisfactorily completed the prerequisites before enrolling.

### **Change of Grading Basis**

A student may opt to change the grading basis for a class, only if an alternate grading basis is available to that course as indicated in the Catalog. Some classes are not available to be taken on a Credit / No Credit grading basis, conversely, some classes are only offered on a Credit / No Credit basis and may not be taken for a letter grade. Consult the Catalog for the options available to each course. Additionally, the student should be aware that courses taken for the major may not be allowed to be taken on a Credit / No Credit grading basis.

Changes of Grading Basis must be requested by completing a Change of Program form and having the form processed at the Enrollment Center.

Please refer to the Change of Program Table in this Schedule of Classes for information on Change of Grading Basis deadlines.

### **Special Enrollment Programs**

#### **Disability Related Priority Registration**

In order to allow for required accommodations to be arranged, including ordering of alternate format texts, scheduling of interpreters, etc, students may request for priority registration in order for them to finalize their schedules as far in advance as possible. Contact Disability Resource Programs at (805) 437-3331 (V/TTY).

#### **Intrasystem Concurrent Enrollment**

This program permits students to enroll for classes at CSU Channel Islands and another CSU campus simultaneously. There is no limitation to the number of times a student may enter this program, as long as an application is filed each semester within the application deadlines outlined by the host campus. This deadline is four weeks prior to the start of the term, but can vary by campus. Please consult your program advisor and financial

aid representative at your home campus. Contact Enrollment Services for the Intrasystem Concurrent Enrollment application.

### **Intrasystem Visitor Enrollment**

This program permits students to enroll solely at a CSU campus different from their home campus. Registration fees are paid to the host campus (the campus which the student is visiting). Financial aid recipients should check with a financial aid representative at their home campus. Applications must be filed within the application deadline outlined by the host campus. This deadline is four weeks prior to the start of the term, but can vary by campus. Contact Enrollment Services for the Intrasystem Visitor Enrollment Application.

### **Veteran's Benefits and Responsibilities**

Veterans or their eligible dependants may be entitled to education benefits from the Department of Veterans Affairs as students of CSU Channel Islands. Students utilizing VA benefits will need to meet regularly with the VA Certifying Official in Enrollment Services. Appointments can be scheduled by calling (805) 437-8500. Note: Enrollment is certified after the end of the Add/Drop / Late Registration period.

Students receiving VA benefits are responsible for promptly notifying the VA Certifying Official of changes in academic program, course load, address, marital or dependant status, and of withdrawal from class.

Questions about enrollment status should be directed to the VA Certifying Official in the Enrollment Center at (805) 437-8500. Please be aware that the University does not make decisions regarding a student's eligibility for Veterans benefits. For information about benefits, contact the Department of Veterans Affairs (<http://www.va.gov>).

### **IMMUNIZATION REQUIREMENTS**

Entering CSU students are required to present proof of the following immunizations to the CSU campus they will be attending before the beginning of their first term of enrollment.

**Measles and Rubella:** All new and readmitted students born after January 1, 1957 must provide proof of full immunization against measles and rubella prior to enrollment. Submit medical documentation to the Student Health Center to verify both vaccinations were received since age 1 or obtain the vaccination at no charge through the Student Health Center.

**Hepatitis B:** All new students who will be 18 years of age or younger at the start of their first term at a CSU campus must provide proof of full immunization against Hepatitis B before enrolling. Full immunization against Hepatitis B consists of three timed doses of vaccine over a minimum 4 to 6 months period. If you need further details or have special circumstances, please consult Student Health Services at (805) 437-8828 located in Yuba Hall on San Luis Avenue.