How to Read the Catalog and Schedule of Classes

Sample Course found in the CSUCI Catalog:

MATH 108 MATHEMATICAL THINKING (3)
Three hours lecture per week
Prerequisite: A passing score on the Entry Level Mathematics examination or MATH 095
Presents the diversity of mathematics and the spirit, in which it is employed in various situations, including different problem solving strategies, inductive-deductive reasoning, paradoxes, puzzles and mathematical modeling. The contributions of various cultures and influences of other disciplines to mathematical thinking are studied. GenEd: B3

Below is a sample of how this course would look in the Schedule of Classes

Class Number used for registration

Department/ Course Number

Section Number

Course Title

Units

Days

Hours

Instructor

A three-unit lecture class can meet:
- Three times per week for 50 minutes
- Two days per week for 75 minutes
- One evening per week for 170 minutes

A Prerequisite is a requirement that must be met before you may enroll in a class

This indicates a lower division course. 100-299 are Lower division courses 300-499 are Upper Division courses

This indicates that this course will fulfill a General Education Requirement in Category B: Mathematics and Science Requirement for Mathematics and Applications.
Understanding the Drop Process at CSU Channel Islands...What You Should Consider Before You Drop Anchor!

What are some possible consequences of dropping courses that will result in less than full-time status (12 credits)?

- Dropping below full time status might delay graduation plans. (Since graduation requires a minimum of 120 units, students taking 15 credits per semester are more likely to graduate in 8 semesters).

- Completing fewer credits in an academic semester/year could affect certain types of financial aid. In addition, a student who completely withdraws from a period of enrollment may be subject to repayment. Contact a Financial Aid representative for additional information. The Financial Aid office is located on the first floor of the Professional Building.

- Dropping below 12 credits could affect benefits such as Health/Auto insurance coverage.

What procedures do I need to take to drop a course?

You may officially drop a course during the first two weeks of the semester through the web. Drops are normally not permitted after the third week of classes. During the third week of instruction, you must submit a "Change of Program form" available in the Enrollment Center (Professional Building) or the Advising Center (Bell Tower). Withdrawal is permissible only for serious and compelling reasons and signature approval is required. Make sure you obtain approval signatures from your instructor and Program Coordinator before turning the change of program form into the Enrollment Center. Review the chart published in the schedule of classes for policies and important dates relating to drops. The “Change of Program form” must be filed at the Admissions and Records Office located in the Enrollment Center.

Before dropping, seek assistance from the professional advisors in the Advising Center!
What is Academic Probation?

Students at Cal State Channel Islands are expected to maintain good academic standing. Students who do not meet the minimum campus and cumulative 2.00 grade point average (GPA) will be immediately placed on probation.

What is Academic Disqualification?

Students on probation who fail to make satisfactory progress toward getting back in good standing are subject to disqualification. Refer to the catalog for information pertaining to disqualification GPA and student class level. Disqualified students are not permitted to register for classes.

If I am placed on probation, what can I do to improve my academic situation?

Your success is important to us. To avoid being placed on probation, you are encouraged to seek assistance as soon as you begin to experience academic difficulty. In the event that you are placed on probation, the following resources are available to get you back on a successful track as soon as possible:

- **Your academic advisor is here to guide you back on course!** If at any time during your academic journey, you are placed on probation, it is strongly recommended that you meet with a professional advisor in the Advising Center. A professional advisor will meet one-on-one with you to develop a student success plan. Your advisor will help you identify problem areas and barriers to academic success. In addition, your advisor will assist you in developing strategies for success and will provide information designed to help you improve your grade point average.

- **The Learning Resource Centers at Channel Islands provide an excellent resource where trained tutors and consultants provide personalized assistance with writing and math skills.** The Math Lab and Writing Center is a free resource to all CSUCI students.

- **Academic Success Workshops are available to provide you with tools and strategies for success.** Workshops are offered on topics such as test taking and study skills, time management and other academic success strategies.

“We can’t control the wind, but we have the power to adjust the sails.”
Ten General Survival Tips to Keep You Afloat

1) If you haven’t already registered, **try not to schedule back-to-back classes.** You’ll wear yourself out besides missing the best times to study—right before and right after class.

2) **Begin the first day of class.** Know what’s expected of you. Take notes on the first day even if it’s routine stuff you think you already know.

3) **Establish a routine time to study for each class.** For every hour you spend in class, you will probably need to study two hours outside class. Study for each subject at the same time and in the same place if possible. Studying includes more than just doing your homework. You will need to go over your notes from class-labeling, editing and making sure you understand them. Study your syllabus daily to see where you are going and where you have been. Be sure to do reading assignments. (don’t put them off just because there’s no written assignment.) Read ahead whenever possible. Prepare for each class as if there will be a pop quiz that day.

4) **Establish a place to study.** Your place should have a desk, a comfortable chair, good lighting, all the supplies you need, and so on, and of course, it should be as free of distractions as possible. It should not be a place where you routinely do other things. It should be your study place.

5) **Do as much of your studying in the daytime as you can.** What takes you an hour to do during the day may take you an hour and a half at night.

6) **Schedule breaks.** Take a ten-minute break after every hour of study. If possible, avoid long blocks of time for studying. Spread out several short study sessions during the day.

7) **Make use of study resources on campus.** Find out about and use labs, tutors, computer programs and alternative texts. Sign up for an orientation session in the campus library and computer lab. Get to know your professors and advisors. Ask questions. “I didn’t know” or “I didn’t understand” is never an excuse.

8) **Find at least one or two students in each class to study with.** Research shows that students who study with someone routinely make better grades. You will probably find yourself more motivated if you know someone else cares about what you are doing in the class. Teaching a concept or new idea to someone else is a sure way for you to understand it. Yet studying in a group or with a partner can sometimes become too social. It is important to stay focused.

9) **Study the hardest subject first.** Work on your hardest subjects when you are fresh. Putting them off until you’re tired compounds the problem.

10) **Be good to yourself.** Studying on four hours of sleep and an empty stomach or a junk-food diet is a waste of time. Avoid food and drink containing caffeine just before of just after studying.

Stay on Course: Know How to Calculate Your GPA

To compute your GPA, multiply the number of units by the grade point value for each course, add the grade points, and divide by the total number of units.

Using the chart below, estimate your own GPA for this semester.

1. List the course number and title of each class you're taking in the first column.

2. List the estimated grade for each class in the second column.

3. Find the point value for each grade in the Grading Policy Chart and write the value in the third column.

4. List the number of units for each class in the fourth column.

5. Multiply the point value by the number of units and enter the result in the last column.

6. Total the number of units and enter that sum in its corresponding box.

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Grade</th>
<th>Point Value</th>
<th>x</th>
<th>Units</th>
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<th>GPA points</th>
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______ (total GPA points) ÷ _______ (total units) = _______ (Semester GPA)

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<tr>
<th>Grading Policy Chart</th>
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<tr>
<td>Letter Grade</td>
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<td>C+</td>
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The following letters or abbreviations on transcripts have no point value:
INC (Incomplete), CR (credit) NC (no credit earned) W (withdrawal)

Use the same method of calculating your cumulative GPA once you’ve completed more than one semester.
Make the Most of Your College Experience...

Get Connected!

Library 101, Introduction to Information Resources will provide valuable tools that will help you on your academic journey. This two-unit elective course provided by the University Library will provide an overview of information resources and services. You will acquire skills that will assist you throughout your experience at CSUCI and will obtain life-long learning skills. You will learn how to find, evaluate and apply information to scholarly research and everyday life situations. Use of online catalogs, databases and web search engines to find print and non-print resources will be introduced. You will learn how to formulate a research question for a project, and how to determine the information requirements for a research project. You will learn how to find and evaluate both print and online resources. Information about how to cite and document both print and online resources will also be covered. Don’t think that because this course is numbered 101 it’s only for freshmen. Students of all class levels will benefit from this valuable course.

Get Involved!

Service learning can be a rewarding way for you to map out a rich and rewarding academic journey. You will have an opportunity to put your academic skills and talents into action by serving local communities. On this campus, a high priority has been placed on service learning. Service learning happens within classes where you will work on pressing community issues. Studies show that students often improve dramatically when they learn academic skills through service to the community. Consequently, both you and the community will learn from the process! Ideas for service learning classes for the coming year include oral history projects in local communities, a documentary film about environmental activism, a family math project for immigrant parents, working with high school youth on social issues, or a freshman class in learning to experience the life of a teacher. Talk to your academic advisor about available courses each semester or visit the Office for Service Learning, located in the Bell Tower Building to learn more about future courses that incorporate service learning.

Get Ready to Set Sail on a Fabulous Journey!

Consider a learning community for upper division transfer students. Learning communities are linked courses that are especially designed to make connections across disciplines. Through co-enrollment in courses you will develop a strong connection to other students in the learning community, the faculty and the university. Enrolling with the same cohort of students provides a unique opportunity to build relationships and study groups with your peers. To learn more about this exciting opportunity, check out the semester schedule of classes for specific details regarding co-enrollment in a themed learning community.

“Twenty years from now you will be more disappointed by the things you didn’t do than by the ones you did. So throw off the bowlines, sail away from the safe harbor, catch the trade winds in your sails. Explore. Dream. Discover…” - Mark Twain
**Setting Academic Goals and Mapping out an Educational Plan**

Goal setting and education planning at CSU Channel Islands is continuous and ongoing process. Although advisors are here to help you along your journey, it is important to know that you control your destiny and need to be in charge of your academic voyage. This guide provides you with the necessary tools to make decisions about your academic voyage at CSU Channel Islands. You have begun your journey by selecting your first semester of classes. The next step is to develop some academic goals and to create an individualized education plan that will best help you achieve your educational goals.

The education planner in this guide is one tool that will assist you in charting out a realistic degree plan. Once you have a clear understanding of all graduation requirements, you will be able to map out your major, general education and elective courses in semester blocks. The plan will make it easier for you to map out courses in the right sequence. Remember the plan is tentative and may need modification, but it does help you better visualize your progress toward degree completion.

**Set some academic goals for your first semester.** Some examples of goals might include the following: Developing a time management plan, making use of student support services, regular attendance in the math lab or writing center, developing study skill strategies, career counseling in the Career Center and so forth. You should develop goals that meet your needs.

**Academic Goals for my first semester:**

1. 
2. 
3. 
4. 
5. 

**When should I see my academic advisor?**

Take the initiative to get to know your advisors. Professional advisors located in the Advising Center are anxious to discuss your academic progress and education planning. In addition, faculty program advisors are also available. Please check the Advising Center lobby display case for office locations of faculty advisors. Continue to meet with advisors on a regular basis each semester.

**How should I prepare for my first advising meeting?**

Your Island Compass is a tool that will assist you with your education plan, bring it with you to your first advising session. Even after reading the guide carefully, you will undoubtedly still have questions. In the space below, write down questions, issues or topics you would like to discuss with your advisor. Being prepared for your advising session, will help you to get the most out of your relationship with your academic advisor.

Questions and topics, I would like to discuss with my academic advisor:

1. 
2. 
3. 
4. 


Degree Progress Checklist

Summary of Degree Requirements: Check when each section is completed

☐ Total Units 120-125 (depending on the major)

☐ General education requirements 39 semester units
  ☐ Category A English Language, Communication and Critical Thinking
  ☐ Category B Mathematics and Sciences
  ☐ Category C Fine Arts, Literature, Languages and Cultures
  ☐ Category D Social Perspectives
  ☐ Category E Human Psychological and Physiological Perspectives
  ☐ CSU General Education certification ☐ Intersegmental General Education Transfer Curriculum Certification (IGETC)

☐ 9 units upper division GE CSUCI (selected from interdisciplinary courses (courses numbered 330-349 and 430-449, a minimum of 3 semester units must be from a discipline outside the student's major)
  ☐ Upper GE CSUCI
  ☐ Upper GE CSUCI
  ☐ Upper GE CSUCI

☐ Lower division major requirements

☐ Upper division major requirements

☐ Electives if needed

☐ 2.00 Grade point average (GPA) satisfied for all areas listed below
  ☐ 2.00 for all courses attempted (includes all transfer work and CSUCI courses)
  ☐ 2.00 for all CSUCI courses attempted
  ☐ 2.00 for all courses in the major

☐ History and American Institutions requirement
  ☐ U.S. History
  ☐ U.S. Constitution, California State and Local Government

☐ One semester of a language other than English (e.g., foreign language, American Sign Language) with a grade of "C" or better is required

☐ Multicultural experience satisfied through an approved GE course in Category C3b

☐ Writing Proficiency satisfied through the completion of 9 units of upper division interdisciplinary general education courses, which are writing intensive.

☐ 40 upper division unit requirement (numbered 300-499)

☐ Residence Requirements for CSUCI
  ☐ 30 units completed at CSUCI (excludes open university and extension)
  ☐ 24 of the 30 units must be upper division
  ☐ 12 of the 30 units must be in the major
  ☐ At least 9 of the required 48 general education units must be taken in residence at CSUCI
### Education Planner

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## Campus Resources and Important Phone Numbers

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<th>Need Information About...</th>
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<tr>
<td><strong>CAREER PLANNING AND PREPARATION</strong></td>
<td>C.H.A.Ps</td>
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<tr>
<td>• Job-shadow &amp; internship programs</td>
<td>805-437-8510 (TTY)</td>
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<tr>
<td>• Job &amp; internship fairs</td>
<td><a href="mailto:chaps@csuci.edu">chaps@csuci.edu</a></td>
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<tr>
<td>• Electronic career assessments</td>
<td>Location: Bell Tower Building, Room 1417</td>
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<td>• Student, part-time, full time employment</td>
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<td><strong>CLUBS AND ORGANIZATIONS</strong></td>
<td>Office of Student Development</td>
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<tr>
<td>• Various clubs from sports to politics</td>
<td>805-437-8998</td>
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<td>• Leadership opportunities</td>
<td><a href="mailto:student.development@csuci.edu">student.development@csuci.edu</a></td>
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<tr>
<td>• Community service</td>
<td>Location: Bell Tower Building</td>
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<tr>
<td><strong>CSUCI MEMORABILIA</strong></td>
<td>Student Store</td>
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<tr>
<td>• Sweatshirts</td>
<td>805-437-8833</td>
</tr>
<tr>
<td>• School supplies</td>
<td><a href="mailto:0591mgr@fheg.follett.com">0591mgr@fheg.follett.com</a></td>
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<tr>
<td>• Gifts</td>
<td>Location: Bell Tower Building, 1st floor</td>
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<tr>
<td><strong>COMMUNITY SERVICE</strong></td>
<td>Service Learning</td>
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<tr>
<td>• Service learning within classes</td>
<td>805-437-8926</td>
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<tr>
<td>• Environmental projects</td>
<td>matt <a href="mailto:oppenheim@csuci.edu">oppenheim@csuci.edu</a></td>
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<tr>
<td>• Working with the youth in the community</td>
<td>Location: Bell Tower Building, Room 1238</td>
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<tr>
<td><strong>EOP PROGRAMS</strong></td>
<td>E.O.P</td>
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<tr>
<td>• Academic Advising</td>
<td>805-437-8515</td>
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<td>• Personal Counseling</td>
<td><a href="mailto:maria.flores@csuci.edu">maria.flores@csuci.edu</a></td>
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<td>• Financial Assistance</td>
<td>Location: Bell Tower Building</td>
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<td>• Workshops</td>
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<td><strong>FINANCIAL AID</strong></td>
<td>Financial Aid Office</td>
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<td>• Scholarship opportunities</td>
<td>805-437-8530</td>
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<td>• Work study</td>
<td><a href="mailto:financial.aid@csuci.edu">financial.aid@csuci.edu</a></td>
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<tr>
<td>• Loans</td>
<td>Location: Professional Building</td>
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<td>• Grants</td>
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<td><strong>FOOD AND BEVERAGES</strong></td>
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<td>• Drinks</td>
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<td>• Snacks</td>
<td>Location: Bell Tower Building, 1st floor</td>
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<tr>
<td>• Sandwiches</td>
<td>Coffee Shop</td>
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<td>• Hot Food</td>
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<td><strong>GENERAL EDUCATION</strong></td>
<td>The Advising Center</td>
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<td>• Questions on transferability of courses</td>
<td>805-437-8571</td>
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<td>• Courses required to graduate</td>
<td><a href="mailto:advisement@csuci.edu">advisement@csuci.edu</a></td>
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<td>• Petition for course substitution</td>
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<td><strong>GRADUATION REQUIREMENTS</strong></td>
<td>The Advising Center</td>
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<td>• Preliminary graduation evaluation</td>
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<td>• One-on-one appointments to check your progress</td>
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<td><strong>INSTITUTIONAL POLICIES</strong></td>
<td>The Advising Center</td>
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<tr>
<td><strong>JUDICIAL AFFAIRS</strong></td>
<td>Office of Student Development</td>
</tr>
<tr>
<td>• Legal rights of students</td>
<td>805-437-8998</td>
</tr>
<tr>
<td>• Campus governance</td>
<td><a href="mailto:student.development@csuci.edu">student.development@csuci.edu</a></td>
</tr>
<tr>
<td>• Develop, disseminate, interpret &amp; enforce campus regulations</td>
<td>Location: Bell Tower Building</td>
</tr>
</tbody>
</table>
### ORIENTATION
- Preparation for your CSUCI experience
- Learn about campus resources

Office of Student Development
805-437-8998
student.development@csuci.edu
Location: Bell Tower Building, Room 2310

### PARKING/PUBLIC SAFETY
- Permits / Enforcement
- Where to park

Office of Public Safety
805-437-8430
Location: Police/Parking Offices Lot A1

### PERSONAL COUNSELING
- Life crisis
- Life skills
- Long term counseling referrals

C.H.A.P.s
805-437-8510 (V/TTY)
chaps@csuci.edu
Location: Bell Tower Building, Room 1417

### PROGRAM AND SCHEDULE PLANNING
- Choosing a major
- Educational planning
- Choosing classes

The Advising Center
805-437-8571
advisement@csuci.edu
Location: Bell Tower Building, Room 1301

### READING YOUR STUDENT ADVISING REPORT
- Courses completed and in progress
- Courses remaining to meet general education & major requirements
- One-on-one appointments to check your progress

The Advising Center
805-437-8571
advisement@csuci.edu
Location: Bell Tower Building, Room 1301

### RECREATION AND LEISURE SERVICES
- Intramural sports
- Health & fitness
- Outdoor adventures

Office of Student Development
805-437-8998
student.development@csuci.edu
Location: Bell Tower Building

### STUDENT ACTIVITIES
- Cinema
- Cultural Arts
- Concerts
- Special events & speakers

Office of Student Development
805-437-8998
student.development@csuci.edu
Location: Bell Tower Building

### STUDENTS WITH DISABILITIES
(services for students with physical, psychological and learning disabilities)
- Test-taking accommodations
- Notetakers & readers
- Computer and classroom access

C.H.A.P.s
805-437-8510 (V/TTY)
chaps.ada@csuci.edu
Location: Bell Tower Building, Room 1417

### STUDENT HEALTH SERVICES
- Physical examinations
- Diagnosis and treatment of illnesses & injuries
- Immunizations
- Health testing
- Student health insurance & health education programs

Student Health Services/C.H.A.P.s
805-437-8828
chaps.health@csuci.edu
Location: Health Center Building

### STUDENT LEADERSHIP
- Skills training for student leaders
- Leadership retreats
- Workshops & Seminars

Office of Student Development
805-437-8998
student.development@csuci.edu
Location: Bell Tower Building

### TEXTBOOKS
- Purchase books as assigned by instructors
- Reference guides

Student Store
805-437-8833
0591mgr@fheg.follett.com
Location: Bell Tower Building, 1st floor

### TUTORING
- Need help with math
- Need help with writing

The Advising Center
805-437-8409
advisement@csuci.edu
Location: Math Center-Bell Tower Bldg 1207 &1209 Writing Center-Bell Tower Bldg 1223 &1224

### TRANSCRIPTS
- Request official copies of your transcript

Admissions & Records
805-437-8500
admissionsandrecords@csuci.edu
Location: Professional Building

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This is a brief list of the services that are available for you. For additional information please refer to your student guide.
Academic Terms You Need to Know to Navigate the Academic Waters!

**Academic Load:** full time status 12 credits. Students wishing to graduate in 4 years need to carry an average of 15 units.

**Academic Probation:** Full time students falling below the 2.00 GPA standard in either the campus or cumulative average will be placed on probation.

**Academic Disqualification:** Students with a cumulative average or campus GPA who fail to make satisfactory progress while on probation are subject to disqualification.

**Advanced Placement (AP):** Students may earn units and advanced standing through Advanced Placement Program of the College Entrance Examination Board, the College Level Examination Program (CLEP).

**Advising Report:** (Academic Advising Report Summary) A report that summarizes a student’s academic progress toward completing graduation requirements.

**Baccalaureate Degree:** (B.A. or B.S.) A degree awarded by a four-year college or university.

**Blackboard:** Blackboard is a Web-based course supplement. Many of your professors will post course information on Blackboard. You will learn more about this in class. The URL is http:csuci.blackboard.com

**Class standing:** Undergraduate students are classified as the following:
- Freshman (0-29 units)
- Sophomore (30-59 units)
- Junior (60-89 units)
- Senior (90+ units)

**Continuous Enrollment:** Registering for classes at least one semester per academic year in order to preserve catalog rights.

**Co-requisite:** A set of courses that must be completed in the same semester.

**Course Numbering:**
- Remedial courses 0-95
- Lower division 100-200
- Upper Division 300-400
- Graduate level 500-600

**Drop/Add:** A process for which a student may drop and/or add classes (see Schedule of Classes for dates and policies).

**Educational Opportunity Program (EOP):** A student services support program designed to assist students who meet specific guidelines and demonstrate the potential to obtain a baccalaureate degree.

**Grade Point Average (GPA):** The average of all the earned grades attempted at the university. It is computed by dividing the total number of grade points by the total number of units attempted.

**Graduation Requirements:** All students are responsible for knowing all graduation requirements which include, major, general education and university requirements.

**Incomplete:** An incomplete is a temporary grade used when a student is unable to complete work assignments during the semester. Students must complete requirements within one year.

**Prerequisite:** A course that must be completed prior to enrolling in a course.

**Syllabus:** A course outline of assignments, grading policy, course objectives and required textbooks for each course you’ve enrolled in.

**Transcript:** An official copy of students’ academic records. Transcripts are available through the Enrollment Center (Admissions and Records).

**Unofficial Transcript:** An unofficial transcript of a students’ academic record. This will include work in progress and is available through Admissions and Records and the Advising Center.

**Upper Division Interdisciplinary General Education:** 9 of the 48 units of General Education must be upper division interdisciplinary and must be taken in residence at CSUCI. Upper interdisciplinary general education courses are numbered 330-349 and 430-449.
Successful Students...

1. Accept a personal responsibility for creating the outcomes and quality of their lives.
2. Discover a motivating purpose, characterized by personally meaningful goals and dreams.
3. Consistently plan and take effective actions in pursuing their goals and dreams.
4. Build mutually supportive relationships that assist them in pursuing their goals and dreams.
5. Gain heightened self awareness, developing empowering beliefs, attitudes, and behaviors that will keep them on course.
6. Become lifelong learners, finding valuable lessons in nearly every experience they have.
7. Develop emotional maturity, characterized by optimism, happiness and peace of mind.
8. Believe in themselves, feeling capable, loveable and unconditionally worthy as human beings.

Chart your course for Academic Success