myRunnerHandbook

A COMPREHENSIVE HANDBOOK ON
ACHIEVING ACADEMIC SUCCESS

CSU Bakersfield
www.csub.edu
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Dear Student:

Welcome to California State University, Bakersfield. You have made an excellent choice by making CSUB your University and investing in yourself for a better future.

As you begin your academic career, myRunnerHandbook will provide you with the necessary tools and resources to help you transition through the University and graduate on time.

As you go through the Handbook, you will notice the information provided is brief, yet succinct. If you are unable to find the information you are looking for within this Handbook or require further assistance, please refer to the campus catalog or call one of the offices listed under the Runner Resources section at the end of the Handbook.

Once again, welcome to CSUB and I hope to see you on campus or at an upcoming University or community event.

Sincerely,

Dr. Horace Mitchell
President
Welcome Runner! We are excited you are here and want to help you throughout your academic career at CSUB. We know the decision on what degree you will pursue may take some time and that you may make changes along the way. The staff and faculty at CSUB are here to support and assist you as you make the choices to fulfill your degree requirements.

Your myRunnerHandbook contains brief excerpts from the catalog regarding registration, requirements, and policies. It is meant to supplement, not replace, the information in the university catalog. Graduation requirements may seem complex, but by utilizing the myRunnerHandbook, the university catalog, and especially your advisors, the process should be much easier. We here at CSUB are dedicated to helping you and wish you the best in your academic career.

Remember, the online CSUB campus catalog is the most current and authoritative guide regarding courses and program requirements. It is updated regularly (unlike the print edition) and is your most important reference.

Though the myRunnerHandbook is available in printed form, you’ll probably find it more useful to view it online. Throughout your Handbook you’ll notice bold blue or white underlined terms and words. These are links to websites with more detailed information you will need.

The online version of the myRunnerHandbook is available here: http://www.csub.edu/enrollmentmanagement/handbook11-12.pdf.
To keep track of important academic dates and deadlines, refer often to the **CSUB Academic Calendar**. Listed below are just a few of the dates you’ll need to note.

### IMPORTANT DATES

<table>
<thead>
<tr>
<th>EVENT</th>
<th>SUM '11</th>
<th>FALL '11</th>
<th>WIN '12</th>
<th>SPR '12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes Begin</td>
<td>Jun 20</td>
<td>Sep 12</td>
<td>Jan 09</td>
<td>Apr 02</td>
</tr>
<tr>
<td>Last Day to Add Classes</td>
<td>Jun 27</td>
<td>Sep 19</td>
<td>Jan 13</td>
<td>Apr 09</td>
</tr>
<tr>
<td>Census Date</td>
<td>Jul 11</td>
<td>Sep 30</td>
<td>Jan 30</td>
<td>Apr 20</td>
</tr>
<tr>
<td>Last Day to Withdraw w/o &quot;W&quot;</td>
<td>Jul 11</td>
<td>Sep 30</td>
<td>Jan 30</td>
<td>Apr 20</td>
</tr>
<tr>
<td>Last Day of Classes</td>
<td>Aug 22</td>
<td>Nov 18</td>
<td>Mar 19</td>
<td>Jun 11</td>
</tr>
<tr>
<td>FINAL EXAMS</td>
<td>Aug 24-27</td>
<td>Nov 19-23</td>
<td>Mar 21-24</td>
<td>Jun 13-16</td>
</tr>
<tr>
<td>COMMENCEMENT</td>
<td></td>
<td></td>
<td></td>
<td>Jun 15-16</td>
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</tbody>
</table>

### REGISTRATION FOR NEXT QUARTER

<table>
<thead>
<tr>
<th>REGISTRATION FOR CONTINUING STUDENTS</th>
<th>PERIOD</th>
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</thead>
<tbody>
<tr>
<td>For Summer 2011</td>
<td>04/25/11 to 06/09/11</td>
</tr>
<tr>
<td>For Fall 2011</td>
<td>05/02/11 to 09/08/11</td>
</tr>
<tr>
<td>For Winter 2012</td>
<td>10/24/11 to 12/28/11</td>
</tr>
<tr>
<td>For Spring 2012</td>
<td>02/13/12 to 03/30/12</td>
</tr>
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### HOLIDAY – CAMPUS CLOSED DATES

<table>
<thead>
<tr>
<th>HOLIDAY</th>
<th>CAMPUS CLOSED</th>
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<tbody>
<tr>
<td>Independence Day</td>
<td>07/04/11</td>
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<tr>
<td>Labor Day</td>
<td>09/05/11</td>
</tr>
<tr>
<td>Veteran's Day</td>
<td>11/11/11</td>
</tr>
<tr>
<td>Thanksgiving</td>
<td>11/24/11 - 11/25/11</td>
</tr>
<tr>
<td>Christmas Holiday Break</td>
<td>12/26/11 - 01/02/12</td>
</tr>
<tr>
<td>Martin Luther King Day</td>
<td>01/16/12</td>
</tr>
<tr>
<td>Cesar Chavez Day (Observed)</td>
<td>03/30/12</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>05/28/12</td>
</tr>
</tbody>
</table>
After registering for your classes, there are a few things you need to do:

- **Check Your E-mail**
  As a CSUB student, you are required to check your e-mail regularly. CSUB will use e-mail for all written correspondence to you. Keep up-to-date on important campus information by making a habit of checking your e-mail at least once a day. If you change your e-mail address, you need to update it in myCSUB.

- **Pay Tuition and Fees**
  Bills for things like tuition and registration fees are posted to your myCSUB account. Any past due notices are sent to you via the e-mail or mailing address you have on file. There are several payment options; see the Tuition and Fee Payment of the Money Matters section of this guide.

- **Buy Your Parking Permit or GET Bus Pass.**
  These are available at the Cashier’s Office.

- **Get Your RunnerCard**
  Your Runnercard is a student ID, library, health services, copy/print, and campus debit card. It can be used to make purchases at the Runner Café, Commons Dining, Runner Bookstore, Library, Health Center, and selected campus vending machines. You need to get your picture taken at the RunnerCard Office, located in the lower level of the Walter Stiern Library, Lab A. You can load money on your RunnerCard at the Cashier’s Office, the Runner Bookstore, or the Library.

- **Buy Your Textbooks**
  Textbooks are generally available for purchase a few weeks before the start of the quarter. Check the Runner Bookstore website for a list of required books and materials by course. You can buy your books at the Runner Bookstore (located in the Student Union) or you may purchase your books online and either pick them up in the Runner Bookstore or have them shipped to you.

- **Meet with an Academic Advisor**
  All students are required to meet with an academic advisor at least once a year. Your first advising meeting will take place during New Student Orientation, but you should keep in contact with your advisor on a regular basis. Contact the Academic Advising and Resource Center (AARC) at (661) 654-2700 for more information.
CAMPUS & PARKING MAP

This is a big campus. Finding your classrooms can be challenging, even for students who have been here before. Check out our campus map to help you find your way around and see a list of building names. To find out where to park, take a look at our parking map.

PARKING

Parking permits are required 24 hours a day, 7 days a week. Cars and motorcycles must be parked in designated lots. Watch for signs indicating legal areas for your vehicles. If you do not have a parking permit or are parked illegally, you will be ticketed!

Daily permits are $5 and may be obtained at the parking permit machines at each entrance to the campus. Quarterly permits are available at the Cashier's Office. A permit for a single quarter is $45.

MAIN OFFICES

To take care of your academic business, you may need to contact some of the offices around campus. Here is a list of the some of the main offices:

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>LOCATION</th>
<th>CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advising</td>
<td>Student Services Building</td>
<td>(661) 654-2700</td>
</tr>
<tr>
<td>Admissions &amp; Records (Admissions)</td>
<td>Student Services Building</td>
<td>(661) 654-3036</td>
</tr>
<tr>
<td>Admissions &amp; Records (Records)</td>
<td>Student Services Building</td>
<td>(661) 654-2147</td>
</tr>
<tr>
<td>Cashier's Office</td>
<td>Administration East Building</td>
<td>(661) 654-3222</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Student Services Building</td>
<td>(661) 654-3016</td>
</tr>
<tr>
<td>International Students</td>
<td>Student Services Building</td>
<td>(661) 654-6113</td>
</tr>
<tr>
<td>Services for Students with Disabilities</td>
<td>Student Services Building</td>
<td>(661) 654-3360</td>
</tr>
<tr>
<td>Veteran's Information Center</td>
<td>Student Services Building</td>
<td>(661) 654-3380</td>
</tr>
</tbody>
</table>
WHERE TO EAT

There are several places on campus to grab a bite:

The **Dining Commons** offers buffet-style cuisines, from mom’s home cooking to regional and ethnic specialties, along with burgers, pizza, and a newly expanded salad bar. It’s located near the dorms.

**Peet’s Coffee & Tea**, located on the red brick road in front of the Romberg Nursing Center, is your source for caffeine. You can also pick up scones, bagels, pastries, and a variety of "Grab-N-Go" snacks, too.

The **Runner Cafe**, southeast of the Library, is the main campus dining facility. It offers Sbarro pizza, a salad bar, sandwiches from the Bakersfield Bread Company, Latin-American fusion dishes from Raging Burrito, favorites from the Runner Grille, and a healthy “Grab-N-Go” menu for those on the run.

**Togo’s** is on the west side of the first floor of the Science III building and offers a wide variety of hot and cold sandwiches, wraps, salads, soups, and breakfast sandwiches.

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**BOOKSTORE**

The Runner Bookstore is the place to buy your textbooks, CSUB apparel and gifts, school supplies, snacks, and convenience items. It’s in the Student Union building on the east side of campus.

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Books, Gear, & Much More
TUITION AND FEE PAYMENT INFORMATION

There are a variety of payment options available to pay for tuition, registration fees, campus housing and telephone charges, library fines and fees, and other miscellaneous debts.

PAY IN PERSON. You can take your cash, check, money order, or certified check (no ATM) to the Cashier’s Office.

PAY BY ELECTRONIC CHECK. This is just like writing a check, but you make the payment online through the Make A Payment link in myCSUB.

PAY BY MAIL. You may mail your payment to:

CSUB - Cashiering 35 ADM
California State University, Bakersfield
9001 Stockdale Highway
Bakersfield, CA. 93311-1099

Make your check or money order payable to CSU Bakersfield and include the following:

Student Name
CSUB Student ID Number
Description of what you are paying for

DO NOT MAIL CASH

PAY ONLINE BY CREDIT CARD. To make an online credit card payment, go to the Make A Payment link in myCSUB. This service is offered to you by Informed Decisions Corporation (IDC). A service charge will be added to the amount you owe if you choose this method of payment. The service charge goes directly to IDC. MasterCard, Discover, and American Express credit cards are accepted (ATM and VISA cards are not accepted). Your payment will be credited to your account by the next business day.

If you do not pay your bills when they are due, you may be assessed late fees. Payment plans may be available for an additional fee if you are unable to pay your account balance in full. Continued non-payment could result in turning over your account to an outside collection agency and you may be required to pay collection costs, including attorney fees. Don’t let this happen! Contact the Cashier’s Office to make payments or ask about a payment plan.

You must pay registration tuition fees by the Fee Due Date each term, unless you qualify to postpone (delay) payment of your tuition fees. To automatically qualify for postponement, you must have a valid FAFSA on file with the CSUB Office of Financial Aid & Scholarships and be enrolled in eligible coursework leading to a degree or teacher credential. If you qualify for postponement, your course registration will be held.
FINANCIAL AID

Your decision to attend a university is a big investment. There are a number of grants, scholarships, loans, and work options available to help finance your education. The counselors in the Financial Aid Office are ready to help guide you through the process of applying for aid, submitting the required documents, and complying with the terms of your award. The Financial Aid website has many useful links, including Dates and Deadlines, How to Apply and Tips for Success, and Checklists to make sure you’ve done everything you need to do.

The priority filing date for financial aid consideration for all CSU campuses is March 2 prior to the beginning of each new academic year. Applications for financial aid will be accepted after the priority date, but awards to late applicants are dependent upon the availability of funds. To continue to receive financial aid throughout your academic career, you must apply for financial aid every year.

Students interested in applying for scholarships should complete the online scholarship application between February 1 and March 15 each year.

CENSUS DAY REPACKAGING

If you are initially enrolled in 12 units (i.e., full-time enrollment), and your financial aid is disbursed into your CSUB student account, then you drop to 9 units (i.e., 3/4-time enrollment) on or before Census Day, your Pell Grant, Cal Grant, and/or State University grant awards will all be prorated down to 9 units for the term. You will then owe the prorated difference back to the University. A "hold" will automatically be placed on your future registration and transcripts until payment arrangements are made for your balance (which may include a payment plan, an emergency loan, and/or other aid).

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

If you do receive financial aid, your award will have terms and conditions you must comply with in order to keep your award, including, but not limited to, the Satisfactory Academic Progress Policy.

Federal and state regulations governing financial aid programs require all students receiving aid to maintain a minimum grade point average and to make satisfactory progress toward a degree. It is your responsibility to read, understand, and comply with the Satisfactory Academic Progress Policy.

If you receive financial aid, this policy requires you to maintain the following minimum grade point averages:

<table>
<thead>
<tr>
<th>TOTAL NUMBER OF UNITS COMPLETED</th>
<th>MIN CSUB CUMULATIVE GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 36</td>
<td>1.8</td>
</tr>
<tr>
<td>More than 36</td>
<td>2.0</td>
</tr>
</tbody>
</table>

If you receive financial aid, you must also complete 66.66% of the units you attempt each quarter. Attempted units are defined as units you are enrolled in on Census Day (see the Academic Calendar for the Census Day for each quarter).
USING THE UNIVERSITY CATALOG

The CSUB catalog is your most important source for academic information. You may purchase a paper copy, but the online catalog is updated on a regular basis. A printed catalog may not have the most current information you need. CSUB catalogs are valid for a specific three year period. For example, the catalog for 2011-2013 begins in summer 2011 and is valid through spring 2013.

Which Catalog Should I Use?

You should use the catalog in effect when you began continuous enrollment at the university. If you started at CSUB in fall 2010, follow the course requirements in the 2009-2011 catalog. There are other options and regulations regarding catalog selection detailed in the Academic Information section of all campus catalogs.

myCSUB

myCSUB is a secure, web-based tool you will use for admissions, records, registration, financial aid, and student financials information. myCSUB is always on-line and available to you, except during occasional maintenance periods. Read through the myCSUB Self Service Guide for Students to become familiar with the system.

The Student Center is displayed after you log into myCSUB. The Student Center shows you a summary of your Academics, Finances, Personal Information, Holds, To Dos, Enrollment Dates, and Advisor Information. From the Student Center, you can search for classes, manage your enrollments, inquire about your finances, view your financial aid awards, and update your personal information, such as emergency contacts, names, and addresses. The Student Center provides you a single entry point from which to begin navigation to student-related transactions.

Use myCSUB to update your name, address, phone numbers, and email addresses. Remember, your email address will be used for all correspondence from CSUB. It’s important you have your current email address listed in myCSUB and that you check your email every day.
ACADEMIC ADVISING

CSUB has a faculty-based advising system. All students are REQUIRED to meet with an academic advisor at least once a year to discuss academic progress and course selections for the next year. Your major and academic level will determine who your advisor will be. Advising is an ongoing process in which you and your advisor work as partners, but ultimately it is you, the student, who has the responsibility to understand degree and graduation requirements.

Advising Responsibilities

Students:
• Take initiative to seek advising
• Know your academic history
• Understand degree requirements and university policies
• Use student services and resources
• Stay informed regarding changes to university requirements/policies

Advisors:
• Be proficient with the PeopleSoft Student Information Module (myCSUB)
• Provide accurate information regarding university requirements/policies
• Support and encourage students to meet their goals
• Know and make appropriate referrals to student services and resources

How to Find an Advisor

You must meet with an academic advisor at least once a year. If you have yet to declare a major, you will be assigned an advisor in the Academic Advising and Resource Center (AARC). Declared majors will be assigned a faculty advisor in their academic department. The AARC has a list of advising contacts by school and department on their web site.

Academic Roadmaps

Academic Roadmaps serve as guides for your course planning. Roadmaps are specific for each major and were developed by the faculty in that department. Though the roadmaps show suggested classes to take each quarter, roadmaps are not a replacement for academic advising. Roadmaps are a tool to be used by both you and your advisor to assist in planning your schedule and reviewing your progress. A list of Academic Roadmaps is available on the AARC website.
GENERAL EDUCATION REQUIREMENTS: AREAS

You must earn a minimum of 72 quarter units to complete CSUB’s General Education (GE) program.

There are two parts to the GE program. The first part is designed to give you a well-balanced education by exposing you to a broad range of disciplines through introductory, lower-division courses. These courses are grouped into four subject areas (Areas A through D). Some courses may also count toward the discipline-based requirements. Typically, 60 quarter units earned in Area A through D courses are required to satisfy this part of CSUB’s GE program.

### General Education and Other Graduation Requirements

Please refer to the class schedule online for additional information on General Education.

<table>
<thead>
<tr>
<th>AREA A: Communication</th>
<th>AREA C: Arts &amp; Humanities</th>
<th>AREA D: Social &amp; Behavioral Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td>One course from each sub-area</td>
<td>Choose a course from 3 of 5 sub-areas</td>
<td>Choose a course from 3 of 5 sub-areas</td>
</tr>
</tbody>
</table>

**A1** Speaking & Listening
- COMM 108 Public Communication
- THTR 232 Acting I

**A2** Writing and Reading
- ART 202 Survey of Art 1400 - Present
- MUS 102 Understanding & Apprec Music

**A3** Writing-Critical Thinking
- ANTH 120 Evolution & Sci Creat.
- ANTH 121 Amazing Archaeology
- PHIL 102 Logical Reasoning
- SOC 120 Critical Thinking

**B** Physical Sciences
- CHEM 100A Chemistry in Your Life
- CHEM 100B CSI: Crime Scene Invest
- CHEM 100C Chem & The Envir.
- CHEM 100D Chem of Wine & Beer
- CHEM 100E MG: Chem of Cooking

**B2** Life Sciences
- BIOL 100 Biology
- BIOL 103 Ecology
- GEOL 110 Our Oceans
- GEOL 120 The Dangerous Earth
- GEOL 201 Physical Geology
- GEOL 205 Environmental Geology

**B3** Science Laboratory
- GEOL 100 History of the Earth Works
- HIST 102 1750 - Present
- HIST 202 Western Civ. I
- HIST 204 Western Civ. II
- HIST 206 Western Civ. III
- HIST 210 World History I
- HIST 211 World History II
- HIST 212 World History III
- HIST 222 Modern Pacific Asia
- HIST 240 History of Africa

**C** Literature
- ENGL 101 Intro to Literature
- ENGL 105 Reading & Writing for Critical Thinking
- ENGL 202 English Literature: 1800 to Present
- ENGL 205 American Literature
- ENGL 206 American Literature
- ENGL 207 Ethnic-Minority American Lit
- ENGL 220 Contemporary Literature
- ENGL 235 Shakespeare's World
- ENGL 292 Early World Lit: Greeks to Ren
- ENGL 295 Late World Lit: Enlightenment to Present

**C4** Literature
- CSUB 101 Roadrunner RUSH-A Seminar

**C5** Philosophy/Religious
- PHIL 100 Intro to Philosophy
- PHIL 101 Cont. Moral Problems
- RS 100 Religious Studies & the Quest
- RS 110 Intro to Western Religions
- RS 111 Intro to Asian Religions

**D1** Anthropology
- ANTH 100 Intro to Cultural Anthropology
- ANTH 104 Intro to Archaeology
- ANTH 106 World Archaeology
- ANTH 250 Peoples of Africa
- ANTH 251 Peoples of South America
- ANTH 253 Peoples of South Asia

**D2** Economics
- ECON 100 Economic Way of Thinking
- ECON 105 Personal Economics
- ECON 201 Essentials Micro-Economics

**D3** Political Science
- PPA 275 American Gov & Public Admin
- PLSI 101 American Gov & Politics
- PLSI 102 World Politics

**D4** Psychology
- PSYC 100 Explorations In Psychology
- PSYC 200 Psych. Stats
- PSYC 297 Social Psychology

**D5** Sociology
- SOC 100 Intro to Sociology
- SOC 200 Sociology

*Must earn a C or higher to satisfy this requirement taken for a major or minor also satisfy the areas below. Science majors - see faculty advisor in major.

**Other Graduation Requirements**

- Must be a Junior (90 units) & have completed GE areas A and B4 before taking Themes & GWAR

- Related to either B1 or B2 Science

- Labs are included in the above courses

- Freshmen Orientation

- 2 yrs. H.S. or 1 college qr/sem
GENERAL EDUCATION REQUIREMENTS: THEMES

For the second part of the GE program, you must take a minimum of 12 quarter units in upper-division (300 & 400 level) courses selected from three thematic areas (Themes 1 - 3). You must take these courses at CSUB and only after you have reached junior status (meaning you have completed at least 90 quarter units). These courses will give you a more in-depth exposure to topics not fully covered in introductory, lower-division courses. Some theme courses may also count toward the discipline-based requirements. See the university catalog for Area prerequisites for each Theme.

**General Education and Other Graduation Requirements**

Please refer to the class schedule online for additional information on General Education Requirements and Other Graduation Requirements.

### THEMES 1*

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</tr>
</thead>
<tbody>
<tr>
<td><strong>THEME 2 (continued)</strong></td>
<td><strong>THEME 3</strong></td>
<td></td>
<td><strong>THEME 3</strong></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Natural Sciences and Technology</td>
<td>SCI 356 Microscopy &amp; Radiation POTENTIAL CREDIT FOR A RESIDENTIAL SEMINAR</td>
<td>SCI 357 Ecol. of Humans &amp; Their Environment</td>
<td>SCI 358 Environmental Protection</td>
<td>SCI 359 Evolutionary Biology</td>
<td>SCI 360 Microbiology</td>
<td>SCI 361 Biotechnology</td>
<td>SCI 362 Environmental Chemistry</td>
<td>SCI 363 Environmental Physical Science</td>
<td>SCI 364 Environmental Health</td>
<td>SCI 365 Environmental Law</td>
<td>SCI 366 Environmental Policy</td>
<td>SCI 367 Environmental Planning</td>
<td>SCI 368 Environmental Management</td>
<td>SCI 369 Environmental Assessment</td>
<td>SCI 370 Environmental Education</td>
</tr>
<tr>
<td><strong>THEME 3</strong></td>
<td></td>
<td></td>
<td><strong>THEME 3</strong></td>
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</tr>
</tbody>
</table>

*Must earn a C or higher to satisfy this requirement.

**Graduation Writing Asst. Req.**

Must have junior standing, 90 or more units, prior to completing course or last. Students may test out of GWAR by scoring 8 + on the Graduation Writing Exam.
GRADUATION REQUIREMENTS
There are several requirements for graduation:

• **Unit Requirement.** A minimum of 180 quarter units, including at least 60 upper division units.

• **Residency Requirements.** A minimum of 45 quarter units must be completed at CSUB. At least 36 of these 45 units must be earned in upper division courses, and at least 18 of these upper division units must be earned in the major.

• **Academic Scholarship Requirements.** You must earn a GPA of at least 2.0 (C) or better in the following:

  1. All acceptable university units attempted
  2. All units counted toward your major
  3. All units counted toward your minor, if applicable, and
  4. All units attempted at CSUB

Only courses in which a letter grade (A, B, C, D, or F, including pluses and minuses) is assigned are used in computing the GPA. Students cannot graduate with grades of “I”, “RP”, or “RD” on their record. Be sure any requested grade replacements have been processed prior to applying for graduation.

REMEDIATION
If you are an undergraduate student and you receive a score of less than 147 on the English Placement Test (EPT) or less than 50 on the Entry Level Math (ELM) test, you are not ready for university level work and will be placed in appropriate remedial courses during your first term of enrollment. You will have one year (three quarters) to successfully complete your remediation courses.
DECLARING A MAJOR
CSUB offers a wide variety of academic majors. See the catalog under Degrees, Concentrations, and Special Programs to examine your many options.

Once you find a major in which you’re interested, you need to apply to the department through which the major is offered. Some majors have specific admissions requirements (such as a minimum GPA, prerequisite courses, or an entrance essay). Once accepted, the faculty in the department will advise you of the required course of study.

Many students are undecided about a major, and that’s okay. CSUB has several resources to help find the right major for you. Our career center, the Center for Community Engagement and Career Education (CECE), has an online system to explore majors and career paths, career planning checklists, and career counselors available to help you. Contact them at (661) 654-3033.

You will need to declare a major by the time you have completed 60 units of course work. To declare or change your major, visit the Admissions and Records Office (in the Student Services Building) and request a Declaration and/or Change of Major form. Complete the form and take it to the department office of your desired major for signature. Submit the completed form to the Admissions and Records Office (661) 654-2147. If you are seeking a Bachelor of Arts degree, you may also be required to declare a minor before you have completed 90 units of course work.

DECLARING A MINOR
If you are seeking a Bachelor of Arts degree that requires a minor, you are required to declare a minor before you reach junior standing (when you have completed 90 units of course work). The process is the same as it is for declaring a major (see above).
REGISTRATION FOR CLASSES

You register for classes online by using myCSUB. You can view your registration appointment date by clicking on the Student Center link and finding the Enrollment Dates box. To view detailed information about your registration appointment, such as start date, end date, start time, end time, and unit limits, click the Details link.

To register for classes, click the Add Classes button. A three-step process will launch guiding you through selecting classes, confirming your selections, and viewing your results. See the How to Add a Class section of this Handbook for more details.

HOW TO SEARCH FOR A CLASS

To find out if a class you want to take is offered in a particular quarter, look for it in the Class Schedule for that quarter. Select the quarter and year for the schedule you want and click on Search for Classes.

You can now enter search criteria such as course subject, course number, or course career (such as “undergraduate”).

You can also click on Additional Search Criteria to make selections such as start times, days of the week, instructor names, and several other criteria. Your search will return results showing the section numbers, dates and times, and instructors of the classes offered that quarter. Clicking on the section number will show you additional detail about the class.

You can also browse the entire class schedule, rather than search for specific classes. Browsing the catalog allows you to look through all of the courses available in a given quarter. You can find out what courses are being offered for a specific subject, such as Accounting, by browsing the class schedule. From the Class Schedule page, select the quarter and year for the schedule and click on Browse Catalog instead of Search for Classes. This will bring up a list of subjects you can click on to see all sections offered in that subject for the quarter.
HOW TO ADD A CLASS
You may add classes up to seven days after the first day of the quarter. Use the Add Classes page in myCSUB to search for classes, add them to your shopping cart, confirm your class selections, and view your results.

Remember to add related sections such as labs or activities associated with the course you select. If you receive an error when trying to add a class, click on “Errors Found”. The “Enrollment Request Message” page will appear and will tell you the reason for the error.

Complete instructions for adding classes, along with a list of error messages and what to do about them, can be found in the myCSUB Student Guide.

HOW TO DROP A CLASS
You may drop individual classes during the first three weeks of a term. There is no penalty for dropped classes and they do not appear on your transcripts. Use the Drop Classes page in myCSUB to select the courses you want to drop, confirm your selections, and review your new schedule.

Complete instructions for dropping classes can be found in the myCSUB Student Guide.

HOW TO SWAP A CLASS
Swap Classes is a quick way to drop one class and add a different class. The drop will occur only if you are added to the selected class successfully.

Use the Swap Classes page in myCSUB to swap classes. The system will try to enroll you in the new class. If the enrollment fails (for example, you don’t meet the prerequisites), you stay enrolled in the class you wanted to drop. If the enrollment succeeds, you are dropped from the old class and enrolled into the new one.

Complete instructions for swapping classes can be found in the myCSUB Student Guide.
HOW TO GET ON A WAITLIST FOR A CLASS

If you want to add a class that is already full, you may be able to put your name on a waitlist to see if openings become available. Not all classes will offer waitlists; that decision is up to the department offering the class. Courses offering a waitlist will be indicated by a symbol in your search listing.

At the time you put your name on a waitlist for a course, you have the option to indicate if you want to swap the waitlist course for a course in which you already enrolled. If there is a spot open in a course, the waitlist process will check to see if: (1) you have met the course prerequisites, (2) the addition of the course will put you over your unit limit, and (3) if this course creates a time conflict with any of your other courses. You will not be added to a waitlist if any of those conditions are true.

Check your myCSUB account regularly to see if you were added to the class. For additional information regarding waitlists, contact the Director of Academic Operations and Support at (661) 654-6181.

WHAT TO DO ABOUT SERVICE INDICATORS (HOLDS)

You may have a Service Indicator (also called a “Hold”) placed on your account because of financial or similar university obligations. You will not be allowed to register until a clearance is obtained from the department issuing the service indicator. All service indicators shown on your myCSUB account must be cleared prior to registration.

Here is a list of common Service Indicators and the departments that can clear them (see the Runner Resources section at the end of this guide for contact information for these offices):

<table>
<thead>
<tr>
<th>SERVICE INDICATOR (HOLD)</th>
<th>CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advisor</td>
<td>School Dean’s Office</td>
</tr>
<tr>
<td>Accounting</td>
<td>Student Financial Services</td>
</tr>
<tr>
<td>Administration</td>
<td>Admissions &amp; Records Office</td>
</tr>
<tr>
<td>Admissions</td>
<td>Admissions &amp; Records Office</td>
</tr>
<tr>
<td>Advising</td>
<td>Academic Advising &amp; Resource Center</td>
</tr>
<tr>
<td>English/Math Remediation</td>
<td>Academic Advising &amp; Resource Center</td>
</tr>
<tr>
<td>English Placement Test</td>
<td>Academic Advising &amp; Resource Center</td>
</tr>
<tr>
<td>Hepatitis B, Measles/Rubella</td>
<td>Student Health Center</td>
</tr>
<tr>
<td>International Students</td>
<td>International Students Office</td>
</tr>
<tr>
<td>Math Placement Test</td>
<td>Academic Advising &amp; Resource Center</td>
</tr>
<tr>
<td>Student Loan Exit Interview</td>
<td>Student Financial Services</td>
</tr>
</tbody>
</table>
GRADING OPTIONS

Grade point averages are computed by dividing the total number of grade points earned by the total number of units attempted. Only units and grade points earned by a student while enrolled at CSUB are used to compute the CSUB GPA. Both the CSUB GPA and the overall GPA are used to determine academic standing.

Below is a summary of grading symbols and the grade points associated with them.

<table>
<thead>
<tr>
<th>GRADE SYMBOL</th>
<th>EXPLANATION</th>
<th>GRADE POINT/COURSE UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td></td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td></td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td></td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td></td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td></td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td></td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>Passing</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td></td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0.0</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td>No Effect</td>
</tr>
<tr>
<td>CR</td>
<td>Credit</td>
<td>No Effect</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>No Effect</td>
</tr>
<tr>
<td>IC</td>
<td>Incomplete-Charged</td>
<td>0.0</td>
</tr>
<tr>
<td>NC</td>
<td>No Credit</td>
<td>No Effect</td>
</tr>
<tr>
<td>RD</td>
<td>Report Delayed</td>
<td>No Effect</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>No Effect</td>
</tr>
<tr>
<td>WU</td>
<td>Withdrawal Unauthorized</td>
<td>0.0</td>
</tr>
</tbody>
</table>
NON-LETTER GRADE DESCRIPTIONS

Here is a list with brief descriptions of the non-letter grades listed above. For additional details regarding these grading options, consult the CSUB catalog.

AU (Audit). You must receive the permission of the instructor to audit a course. You will not receive baccalaureate credit for the audited course and will not be allowed to take any of the course examinations.

CR, NC (Credit, No-Credit). These symbols are used in courses where letter grades are not deemed appropriate, such as courses numbered 0-99 that do not count toward the baccalaureate degree, some performance courses such as Music and Theatre where participation is the key component, and most Independent Study and Directed Research courses. This option requires your advisor’s authorization.

I (Incomplete - Authorized). You will be given an Incomplete – Authorized if a portion of your required course work has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified, reasons and there is still a possibility of earning credit. An instructor must approve this option. A final grade is assigned when you complete the missing work and must normally be made up within one quarter immediately following the end of the term during which it was assigned.

IC (Incomplete Charged). If you do not complete the course work required for which the Incomplete – Authorized was issued within the allowed time limit, the Incomplete – Authorized will be replaced with an Incomplete – Charged. This is counted as a failing grade (F) for grade point average and progress point computation.

RD (Report Delayed). A Report Delayed is issued when a brief delay in the reporting of a grade is due to circumstances beyond the control of the student. The symbol may be assigned only by the Registrar and will be replaced by a substantive grading symbol as soon as possible.

RP (Report in Progress). A Report in Progress is used to indicate course work that extends beyond one academic term for classes such as Independent Study, Directed Research, and master’s thesis or project. It indicates work is in progress and the progress has been judged satisfactory, but the assignment of a final course grade must await completion of additional work.

W (Withdrawal, authorized). The “W” symbol indicates you were authorized to withdraw from the course after the third full week of class instruction with the approval of your instructor and appropriate campus officials.

WU (Unauthorized Withdrawal). If you do not formally withdraw from a course and also fail to complete course requirements, you will be given an Unauthorized Withdrawal. For purposes of grade point average and progress point computation, the “WU” symbol is equivalent to an “F.”
Academic Standing

Your academic standing is determined by your grades and your progress toward your degree objective.

**ENROLLMENT STATUS**

As an undergraduate student, you are classified as either full-time or part-time, depending on the number of units you registered for.

**Full-Time Students**

For fee purposes, students registering for more than 6 quarter units of credit.

For certification under the Veterans' Readjustment Benefits Act of 1966 (Public Law 89-358), undergraduate students registering for 12 quarter units or more of credit.

For all other purposes, undergraduate students registering for 12 quarter units or more of credit.

**Part-Time Students**

Undergraduate students registering for less than 12 quarter units of credit, except as noted above. **Note:** Part-time status may affect your financial aid eligibility. For questions please contact Financial Aid at (661) 654-3016.

**Class Level**

Your class level is determined by the number of quarter units you have completed:

<table>
<thead>
<tr>
<th>CLASS LEVEL</th>
<th>NUMBER OF QUARTER UNITS COMPLETED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>44.5 or Fewer</td>
</tr>
<tr>
<td>Sophomore</td>
<td>45 to 89.5</td>
</tr>
<tr>
<td>Junior</td>
<td>90 to 134.5</td>
</tr>
<tr>
<td>Senior</td>
<td>135 or More</td>
</tr>
</tbody>
</table>
VIEWING YOUR DEGREE PROGRESS REPORT IN MYCSUB

MyCSUB analyzes the credits you have earned at CSUB, as well as transfer, test, and military credits. The Degree Progress report shows you and your advisor your progress toward general education, major, minor, and graduation requirements. For information on your degree progress, sign into myCSUB, click on the Academic section, and select Degree Progress. You can even generate “what if” reports should you consider changing your major. Consult your advisor for assistance in analyzing your report.

GOOD ACADEMIC STANDING

Good Academic Standing means you are eligible to continue in attendance at CSUB and you are not under academic probation/disqualification or disciplinary probation/suspension/expulsion from the university.

DEAN'S LIST

A full-time undergraduate student enrolled in at least 12 units, including at least 8 units of letter-graded work during the quarter, and earning a GPA of 3.25 or above in that quarter, will be placed on the Dean's List.

APPLICATION FOR GRADUATION

To graduate in a specific quarter, you must apply for graduation by the deadline for that quarter. Your Application for Graduation (Grad Check) should be filed at least two quarters before your expected date of graduation. A list of graduation application deadlines for each quarter can be found on the Admissions and Records website.

To apply for graduation, complete and print the Application for Baccalaureate Degree form from the Admissions and Records online forms webpage. Take the form and the required fee to the Cashier’s Office (payment may also be made online via credit card on myCSUB). After payment, submit the form to the Evaluations Office, located in the Office of Admissions and Records (Student Services building).

Your major and minor departments will be contacted to send concentration outlines. An evaluator will then perform a degree check analysis and a copy of the decision will be mailed to you, usually within six to eight weeks after your department has responded.

Be sure you submit your graduation application by the deadline for the quarter in which you wish to graduate or you will have to pay a late fee. Applications after the late submission deadline will not be accepted. Don’t miss the deadline!
PROBATION
If your CSUB GPA or overall GPA falls below 2.00, you will be placed on academic probation. You will be required to attend an academic probation workshop and commit to raising your GPA to the minimum required by your class level (freshman, sophomore, junior, or senior) by the following quarter. If your GPA does not meet this minimum by the following quarter, you will be academically disqualified from attending CSUB and will not be allowed to register.

This chart shows the minimum GPAs required for each class level.

<table>
<thead>
<tr>
<th>CLASS LEVEL</th>
<th>UNITS DETERMINING CLASS LEVEL</th>
<th>GPA FOR PROBATION</th>
<th>DISQUALIFICATION IF GPA FALLS BELOW IN SECOND QUARTER OF PROBATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>Up to 44.5</td>
<td>Below 2.0</td>
<td>1.5</td>
</tr>
<tr>
<td>Sophomore</td>
<td>45 - 89.5</td>
<td>Below 2.0</td>
<td>1.7</td>
</tr>
<tr>
<td>Junior</td>
<td>90 - 134.5</td>
<td>Below 2.0</td>
<td>1.85</td>
</tr>
<tr>
<td>Senior</td>
<td>135 +</td>
<td>Below 2.0</td>
<td>1.95</td>
</tr>
</tbody>
</table>

Note: For financial aid students, please refer to the Satisfactory Academic Progress standards for minimum GPA and units completed.

DISMISSAL
Students who have been academically dismissed will not be permitted to register for classes at CSUB.

Students disqualified for academic reasons will be considered for readmission only if certain conditions are met. Refer to the “Readmission of Academically Disqualified Undergraduate Students” section of your catalog to see the details of these conditions. Disqualified students must file a petition requesting readmission with the Academic Petitions Committee. Contact the Academic Programs Office (Education Building, Room 242) at (661) 654-3420 for more information.

For assistance with your academic standing, contact the Academic Advising and Resource Center (AARC) at (661) 654-2700.
WITHDRAWAL

If you have a compelling reason such as a serious illness, accident, job change, family issues, or psychological problems, you may wish to request to withdraw from the term. Poor academic performance or lack of class attendance are not compelling reasons for withdrawal. For the period after the third week of instruction and up through the seventh week, approval of the instructor and advisor is required.

If you need to withdraw from all classes after enrolling for the quarter, you are required to follow the university’s official withdrawal procedures. Failure to follow the formal procedures may result in an obligation to pay fees as well as the assignment of failing grades in all courses. See the course catalog for details and contact Admissions & Records (Student Services Building) at (661) 654-3036 to initiate the process.

If you are receiving financial aid funds, you must consult with the Financial Aid Office prior to withdrawing from the university. The financial aid you received may be subject to return and/or repayment provisions.
HOW TO BE A SUCCESSFUL COLLEGE STUDENT

The transition from high school or community college to a university can be challenging. Here are a few tips to help you have a successful college experience:

• Take responsibility for your college education.
• Go to class. Every day. On time.
• Manage your time. You have more flexibility, but you have to manage your time carefully and constantly. Use a calendar and note when assignments are due; record when you are going to have quizzes, tests, and labs; and block off times for working and studying. Consult and update your calendar often.
• Think of your college goal. Sometimes you may lose your motivation, but remember your goal and keep working toward it.
• Seek help as soon as you feel you’re lost or falling behind. CSUB has many resources for students, use them. They are there for you.

Connect with faculty, staff, and other students. Speak up in class, talk to someone in an office, meet with a teacher, form a study group, attend a campus activity, or join a student club.

Your college experience is what YOU make of it.
FIRST YEAR EXPERIENCE

First-Year Experience is a year-long program for first-time-freshmen. You will be part of a “Learning Community” that will help you make the transition from high school to college, support your academic success, and provide you with community engagement opportunities. You’ll start by taking CSUB 101, a course that will introduce you to the important concepts you’ll need to master to be successful and enjoy your time at CSUB, such as college-level study skills, learning how to learn, time management, effective communication techniques, test taking strategies, exploring majors and careers, living healthfully, growing personally, and money management.

This is followed by CSUB 103, where you’ll learn about and discuss the Learning Community theme. CSUB 105 completes the series by giving you the chance to make a meaningful difference in the broader community.

MYWRITINGLABPLUS

MyWritingLabPlus is an online program designed to help you with study skills, writing, grammar, mechanics, and research necessary for effective writing in any college course. MyWritingLabPlus will help you learn English grammar and usage for your papers across the disciplines as it also offers you (1) guidance with study skills, (2) information on research and documentation, and (3) live, online tutoring in any subject -- with feedback within 24 hours. Because this program is web-based, you can work on your own time at your own pace. You can see/hear an explanation of a grammar rule and then practice it as many times as necessary to understand it and apply it to your own writing.

You will use this program in your English composition classes here at CSUB and possibly in some of your other courses, too. As a CSUB student, you have access to MyWritingLabPlus for four years. CSUB values clear writing and effective communication, and this program can help you accomplish both of these goals.

HOW TO CALCULATE YOUR GPA

Grade point averages are calculated by dividing grade points earned by credit hours attempted. The Academic Advising and Resource Center (AARC) has a GPA calculator on its website. Enter your courses, grades, and credit hours for each course and your GPA will be calculated for you. If you have any questions, call the AARC at (661) 654-2700.
COMPUTER AND NETWORK USE

Computers and networks can provide access to resources on and off campus, and allow you to communicate with other users worldwide. Such open access is a privilege and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations. Because electronic information is volatile and easily reproduced, users must exercise care in acknowledging and respecting the work of others through strict adherence to software licensing agreements and copyright laws.

Users do not own accounts on university computers, but are granted use privileges. The privilege is accepted with the condition that system administrators and other university employees have the right to access user files when necessary to protect the integrity of computer systems or the rights or property of the university.

Misuse of computing, networking, or information resources may result in the loss of computing and/or network access. Additionally, misuse can be prosecuted under applicable statutes. Users may be held accountable for their conduct under any applicable university or campus policies, procedures, or collective bargaining agreements. Illegal production of software and other intellectual property protected by U.S. copyright law is subject to civil damages and criminal punishment including fines and imprisonment.

For additional information, including policies on passwords, handling of confidential information, and good security practices, contact Information Security at (661) 654-2391.

CSUB’s Information Technology Support Services maintains a list of wireless internet access points. Users of CSUB’s wireless network are required to abide by the CSUB Acceptable Computer Use Policy. By logging on and using the CSUB wireless network, users agree to the terms and conditions of the CSUB acceptable computer use policy.
STUDENT CONDUCT

CSUB is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff. Each member of the campus community should choose behaviors that contribute to this end. You are expected to be a good citizen and to engage in responsible behaviors that reflect well upon your university, to be civil to one another and to others in the campus community, and to contribute positively to student and university life.

The CSUB Student Code of Conduct Manual details the university's expectations of student behavior, with specific policies on academic freedom, sexual harassment, alcohol, drugs, disruptive and violent behavior, service animals, and computer and network usage. The manual also outlines the procedures used for violations of the code of conduct. For more information, contact the Office of Students Rights and Responsibilities at (661) 654-2680.
COMMON REASONS FOR ACADEMIC DIFFICULTIES

The life of a student can be complicated – classes, heavy reading loads, papers, stress, financial issues – the list is long. Some of the most common reasons for academic problems are:

**Motivation:** Maybe you don't have a clear vision regarding your reason for being in college. It takes a fairly clear purpose to motivate a student to successfully engage in the lengthy and difficult process of higher education. Think about why you are here and what your long-term goal is. Keep focused on that goal and keep doing what it takes to achieve it.

**Inadequate Time Management:** The demands of academic assignments require students to have the time management skills of a successful busy business executive. Juggling college, work, family, and social responsibilities can be incredibly stressful. Prioritize, keep a calendar, write everything down, plan ahead, and be flexible. Learn to say “no” and don't procrastinate. Learning takes time and repetition. Plan for it.

**Study Skills:** Many students entering college are surprised to find their high school study habits are not adequate for college level work. Understanding concepts replaces memorization of facts. You will need to develop strong skills in reading, note-taking, writing, and speaking. You must listen actively during your classes and participate fully. Develop a study routine. Find a regular place to study, surround yourself with smart people by forming or joining study groups, and use all of the resources (your instructor, textbooks, the library, tutoring centers, and your advisor) available to you.

**Social Distractions:** Meeting new people and making new friends is a large part of college life. Joining campus clubs, going to athletic and campus events, or just hanging out with your fellow students can be important experiences in the college environment. You need fun in your life. It’s important, however, to find the balance between socializing and studying.

**Not Taking Care of Yourself:** Staying up late every night, eating a steady diet of junk food, and spending too much time in front of the TV or playing video games will take its toll on your body. You must learn to take care of yourself in order to be at the top of your game, especially during stressful academic years. Maintain your health by getting enough sleep, eating a healthy diet, and getting daily exercise.
AVOID ACADEMIC PROBATION

If you find yourself struggling academically, it’s important you take action early. If your GPA falls below 2.0, you’ll be placed on academic probation. If your GPA continues to fall, you may be dismissed from CSUB as early as the following quarter (see the Probation section for class levels and corresponding GPAs leading to dismissal).

Academic advisors in the Academic Advising and Resource Center (AARC) are available to help you stay on track and avoid academic probation. Stop by their office in the Student Services building or give them a call at (661) 654-2700.

DON'T LOSE YOUR FINANCIAL AID - MAKE SATISFACTORY ACADEMIC PROGRESS

Your financial aid is also dependent upon your academic success. The Satisfactory Academic Progress (SAP) policy, in accordance with federal regulations, requires any student receiving any type of financial aid at CSUB to meet all of the standards of eligibility listed below. A SAP review of every financial aid recipient will be conducted at the end of every quarter. The SAP standards are grouped under the Qualitative and the Quantitative Components.

Qualitative Component (GPA): Students must maintain a minimum cumulative GPA for courses completed at CSUB to remain eligible for financial aid.

   If you are an undergraduate student with 0 to 36 units completed, your CSUB cumulative GPA must be 1.80 or higher.

   If you are an undergraduate student with more than 36 units completed, your CSUB cumulative GPA must be 2.00 or higher.

Note: GPA is computed by dividing the total number of grade points earned by the total number of units attempted. See the Satisfactory Academic Progress policy for GPA requirements for second Bachelor degrees, teaching credentials, and Masters degrees.

Quantitative Component or Pace (percent of units completed): Pace is the rate at which a student must progress through his or her educational program to ensure completion within the maximum time frame (i.e., no longer than 150% of the published length of the program). Pace is therefore determined by calculating a student’s ratio of overall CSUB cumulative units earned (including transfer units accepted toward the students educational program) to their CSUB cumulative units attempted (including transfer units accepted toward the student’s educational program).
The following schedule designates the minimum percentage of amount of work that a student must maintain in order to complete his or her educational program within the maximum time frame.

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>CSUB GPA</th>
<th>PACE (CUMULATIVE UNITS EARNED/ CUMULATIVE UNITS ATTEMPTED)</th>
<th>MAXIMUM ATTEMPTED UNIT LIMIT</th>
<th>MAXIMUM FULL-TIME EQUIVALENT TIME LIMIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergrad (0 - 36 units)</td>
<td>1.80</td>
<td>66.66%</td>
<td>270 units</td>
<td>7.66 years (22 quarters)</td>
</tr>
<tr>
<td>Undergrad (36.01 - 270 units)</td>
<td>2.00</td>
<td>66.66%</td>
<td>270 units</td>
<td>7.66 years (22 quarters)</td>
</tr>
</tbody>
</table>

**Note:** See the Satisfactory Academic Progress policy for pace requirements for second Bachelor degrees, teaching credentials, and Masters degrees.

Federal regulations mandate if a SAP review shows a student who, for example, may be at 198 units and cannot complete his or her program within 270 units (due to switching majors, failing classes, etc.), then the student’s federal aid eligibility must stop.

**Note:** Maximum Time Limits for students may be greater than those listed above if a student's program requires more than the typical 180 undergraduate units to complete.

At the time of each quarterly SAP evaluation, a student who has not achieved the required GPA, or who is not successfully completing his or her educational program at the required pace, will automatically be placed on **Warning** for the next term. This will allow the student one term to get back into good SAP standing while continuing to receive financial aid. **If the student does not meet SAP the next term, the student is no longer eligible to receive financial aid.**

**Note:** There are additional conditions of the Satisfactory Academic Progress Policy. If you don’t comply with all of the conditions, you could lose your financial aid! Be informed and consult with a counselor in the Financial Aid Office or the Satisfactory Academic Progress advisor in the Academic Advising and Resource Center to make sure you know what you need to do to keep your award.

Confused? Help is available! Visit the SAP advisor in the Academic Advising and Resource Center (AARC) or call (661) 654-2700 for assistance.
WHAT TO DO AND WHERE TO GO FOR ACADEMIC HELP

If you’re having academic difficulties, you need to seek help right away. Fortunately, there are many resources available to you.

**Talk to your instructor.** Review the syllabus, course expectations, and assignment timelines. Ask for clarifications in any area of the course that is problematic. In addition, keep your instructor (and academic advisor) updated on your academic progress and any personal issues that may be affecting your academic work. Your professors want you to do well and may be able to provide you with the additional help you need.

**Talk to your advisor.** The advisors in the AARC or the faculty advisor in your major are your allies and mentors for your college career. Meet with your advisor regularly. Your advisor can provide strategies that will help you solve your problems, reduce your anxiety, and get back on track.

**Develop better study skills.** The CSUB Writing Center offers help with study and writing skills. Make your study time count by learning how to study correctly and efficiently. Consider joining or forming a study group with your fellow students.

**Take advantage of FREE tutoring.** Tutoring is available to CSUB students in many subject areas. You may need just a little extra help with a subject or to have a class concept explained a little differently to you. Tutoring is readily available and it’s free. Availability of tutoring support for the various subjects listed may vary from quarter to quarter. Here is a list of tutoring/centers ready to help you:

The CSUB Writing Center (located in the Administration East Building, Room 105) at (661) 654-6411 can help you with writing essays, reports, and research papers (using either MLA or APA citation styles). You can also get help with study skills such as note taking, textbook reading and studying, test preparation, and time management. In addition, tutors are available in the following subjects:

- **Advanced Education**, **Criminal Justice**, **Physical Education & Kinesiology**, **Political Science**, **Psychology**, **Social Work**, **Sociology**, and **Teacher Education**.
The School of Arts and Humanities will offer tutoring in their tutoring/study group center (located in Dorothy Donahoe Hall (DDH), Rooms B115 and B117; call (661) 654-2613 for additional information) in following subjects:

**Art, Communications, English, History, Modern Languages and Literatures, Music, Philosophy and Religious Studies, and Theatre.**

The School of Business and Public Administration offers tutoring in introductory Accounting and Finance courses in their tutoring lab located in the Business Development Center, Building A, Room 218. Call (661) 654-3406 for more information.

The **Science Tutoring Center** (located in Science I, Rooms 405 and 407; contact Dr. Charles Lam at (661) 654-2403) offers tutoring in:

**Biology, Chemistry, Geology, Nursing, Physics, and Computer Science (available in Science III, Room 324).**

The **Mathematics Tutoring Center** (located in Science III, Room 208; contact Dr. Charles Lam at (661) 654-2403) offers tutoring in:

Math 75, 85, Math 101, 120, 140, 190, 191, 192, Math 201, 202, 211, 212, 221, 222, Math 320, 321, and SCI 316 (Math content portion).

For a private math tutor, contact Dr. Rebecca Larson at (661) 654-2103.

It can be difficult to transition to a new school, especially one that’s undoubtedly bigger than the one you came from. If you find yourself falling behind, get help early. Put aside any feelings of embarrassment you might have. CSUB has a wealth of resources to make sure your academic skills are strong. You are not alone in working toward your goal of academic success.

**Take advantage of the many resources available to help you!**
Runner Vocabulary

A list of common terms used at CSUB.

**Academic Calendar:** Contains essential information about deadlines for adding and dropping courses, refund periods, withdrawing from courses, and changing grading options. It is published in the catalog, quarterly schedule, and online.

**Academic Standing:** An indication of a student's academic performance at CSUB. There are three levels of academic standing for undergraduate students: Good Standing, Academic Probation, and Academic Dismissal.

**Academic Year:** Usually refers to the September - June school year, unless summer quarter is included. At CSUB, the summer quarter starts the academic year.

**Add/Drop:** The process of adding or dropping courses during registration and during the beginning of the term.

**Advisor:** A faculty or staff member who assists students with planning quarterly schedules and overall programs of study.

**Alumni:** Graduates from a school, college, or university.

**ASI (Associated Students, Incorporated):** CSUB’s student government.

**Audit:** Attending a course without receiving academic credit.

**Bachelor's Degree (also known as a Baccalaureate Degree):** The degree earned after completing all undergraduate requirements based on general education, degree type, and major.

**Catalog:** Published every three years, the CSUB catalog contains general information on university regulations, policies, and requirements, as well as information on degree programs and course descriptions. The online version of the catalog is updated on a continual basis.

**Celebrate CSUB:** Held annually in April, Celebrate CSUB invites students, alumni, and community members to campus for a family-friendly event with food, music, dance, entertainment, science demonstrations, a 5k fun run, pancake breakfast, and campus tours.

**Census Day:** Listed on the Academic Calendar each quarter, it is the day the university counts you as an enrolled student. If you withdraw after Census Day, you may still have to pay fees. It usually occurs during the third week of each quarter, and is generally the fifteenth day of instruction.
Census Day Repackaging: A common practice in the CSU system and nationwide is to recalculate student financial aid awards (specifically for the Federal Pell Grant, Cal Grant and State University Grant funds) based on changes in the student's enrollment as of a designated "freeze date" each term. This freeze date is determined by the school and is commonly associated with Census Day.

Certificate: Similar to a major, but is not a degree such as a Bachelor of Arts or Bachelor of Science, and requires fewer credits. A certificate is sometimes offered in a subject where a major is not. CSUB offers a variety of minors and certificates to supplement an undergraduate student's education.

Code of Conduct, Student: CSUB supports the rights of all people to live and learn in a safe and respectful environment that promotes the free and vigorous expression of ideas. Policies and procedures are designed to protect these freedoms and the fundamental rights of all CSUB students. Students are expected to conduct themselves in a manner consistent with these principles.

Commencement: The ceremony at the end of an academic term where graduating students are honored.

Convocation: The ceremony marking the start of the academic year and the welcoming of new students to CSUB.

Co-requisite: A course that must be completed simultaneously with another specified course. For example, a chemistry course may have a co-requisite laboratory course.

Course Numbering System: The course numbering system is set up into three divisions: lower, upper, and graduate. The undergraduate numbering system breaks down as follows:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>STUDENT DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 99</td>
<td>Courses which carry no-credit toward a degree or a credential.</td>
</tr>
<tr>
<td>100 - 199</td>
<td>Lower-division courses designed as freshman level, but open to others.</td>
</tr>
<tr>
<td>200 - 299</td>
<td>Lower-division courses designed as sophomore level, but open to others.</td>
</tr>
<tr>
<td>300 - 399</td>
<td>Upper-division courses designed as junior level; may be open to others with approval.</td>
</tr>
<tr>
<td>400 - 499</td>
<td>Upper-division courses designed as senior level; not open to lower division students.</td>
</tr>
</tbody>
</table>
CSU Concurrent Enrollment: Matriculated students in good standing may enroll on a space available basis at both their home CSU campus and a host CSU campus during the same term. Credit earned at the host campus is reported, at the student’s request, to the home campus to be included on the student’s transcript at the home campus.

Degree Progress Report: A tool to assist in the academic advising process. It is meant to help advisors and undergraduate students in the process of course selection and academic program planning. Students should review their Degree Progress Report prior to meeting with an advisor. These reports are accessed through myCSUB.

Dean: An academic administrator or official at a school, college, or university, who has responsibility for students and faculty.

Dean’s List: The Dean's List honors those students who receive a term grade point average of 3.25 or higher as a full-time student.

Declaring a Major: Students must declare a major during their sophomore year, (i.e., have 60 quarter units of coursework listed on their transcript). Students can select or change their major through myCSUB.

Department Chair: The administrative head of an academic department within a School.

Double Major: A second major can be declared by a student interested in completing more than one major. Students must complete the requirements for a second major in addition to the general education, degree, and first major requirements. The listing of both majors on a diploma requires approval from the AVP for Academic Programs.

Drop/Add: The process of dropping or adding courses during registration and during the beginning of the term.

Electives: Courses students take in addition to all general education, degree, and major requirements. These credits may be used toward a minor, a certificate, or a second major. The number of electives students take varies depending on their major and their personal interests.
FAFSA (Free Application for Federal Student Aid): The application required for students to be considered for federal student financial aid. The FAFSA is processed free of charge. A new application must be submitted for each academic year.

FERPA (Family Education Rights and Privacy Act of 1974): A federal law that protects a student’s right to privacy concerning release of certain information without authorized consent.

Financial Aid: Money available to help students pay college expenses. These funds are available in the form of loans, grants, work-study, or scholarships from the state government, federal government, and other organizations.

Freshman: A college student, generally in his/her first year of studies, who has completed 44.5 or fewer quarter units.

Full-Time Enrollment: Undergraduates must be enrolled in a minimum of 12 units in order to be considered full-time. For fee purposes, students registering for more than 6 units are considered full-time.

FYE (First Year Experience): A required series of three courses for first-time freshman students designed to ease the transition from high school to college by introducing college-level study skills, providing a learning community support group, and encouraging community involvement.

General Education Requirements: Curriculum that is required for all undergraduates designed to ensure students develop a foundation of skills that incorporates coursework from across the disciplines.

Good Standing: An enrollment status designation signifying a student is eligible to continue at CSUB. Good academic standing indicates a GPA of 2.0 or better.

GPA (Grade Point Average): A measure of academic achievement computed by dividing the total number of grade points earned by the total number of units attempted. Only units and grade points earned by a student while enrolled at CSUB are used to compute the CSUB GPA. Both the CSUB GPA and the overall GPA are used to determine academic standing.
Runner Vocabulary

Grad Check: A formal, required evaluation of a student’s academic record and program of study to determine the student’s eligibility for graduation. Initiated by a student’s application for graduation, it determines whether all university, major, and program requirements have been satisfactorily met.

Grading Symbols: CSUB uses the following grading symbols: A-F, AU (Audit), CR (Credit), NC (No Credit), I (Incomplete – Authorized), IC (Incomplete – Charged), RD (Report Delayed), RP (Report in Progress), W (Withdrawal – Authorized), and WU (Withdrawal – Unauthorized).

Graduation: The formal completion of an instructional program or course of study. Students must apply for graduation. Students graduate after successfully meeting all unit and course requirements and other criteria set by the university. This is separate from the commencement ceremony.

Hold (Service Indicator): A barrier placed on a student’s record preventing the student from registering for classes as a result of an unfulfilled monetary obligation or other action by the university.

Honors Program: The Hawk Honors Program gives students meeting the high academic criteria access to classes with CSUB’s finest faculty members, registration priority, scholarships, social events, a special honors lounge, and other unique educational opportunities.

Incomplete: A temporary grade given to a student who is doing satisfactory work but is unable to complete the course due to illness or emergency.

Interdisciplinary: A combination of subject matter from two or more disciplines within a course or program.

Internship: A supervised short-term apprenticeship or temporary job in a real-world setting closely related to a student’s field of study. The student may or may not be paid, and can earn college credit for the work experience.

Intersystem Cross Enrollment: Matriculated CSU, UC, or community college students may enroll on a “space available” basis for one course per term at another CSU, UC, or community college and request a transcript of record be sent to the home campus.
Junior: A college student, generally in his/her third year of studies, who has completed 90 to 134.5 quarter units.

Liberal Arts: A broad overview of academic disciplines within the arts and sciences that includes languages, history, philosophy, social sciences, natural sciences, and arts and letters.

Lower Division: Courses that are numbered at the 100 and 200 level are usually considered lower division courses. These are appropriate for students who are freshmen, sophomores, or students beginning coursework in a new discipline.

Major: Area of specialization consisting of a cluster of related courses drawn from one or more departments that requires a minimum number of units.

Major Requirements: Students must complete the requirements for one of the majors offered by CSUB in order to graduate. The number of units and requirements for each major varies and are listed in the catalog and on the individual department websites. Questions about these requirements should be directed to the faculty and advisors in the specific department.

Minor: Similar to a major, but requires fewer units. CSUB offers a variety of minors to supplement a student's education. A minor is required for most Bachelor of Arts degrees.

myCSUB: The online CSUB portal which allows students to access student account information regarding grades, course registration, account balances, degree progress, and financial aid. Students use myCSUB to add, drop, and swap classes and update personal information.

MyWritingLabPlus: An online program available to CSUB students designed to help with study skills, writing, grammar, mechanics, and research necessary for effective writing in any college course.

National Student Exchange (NSE): An option for students to take courses at a different institution within the United States, Guam, Puerto Rico, or the Virgin Islands and pay in-state tuition at the host institution or regular tuition at CSUB.

Part-Time Student: An undergraduate student enrolled in less than 12 quarter units. (For fee purposes, students registering for more than six quarter units of credit are considered full-time.)
**Placement Tests:** Exams used to determine a student’s level of knowledge in specific subject areas such as English and mathematics.

**Pre-Professional Programs:** Although CSUB does not offer all engineering, law, or medical degrees, students can complete a substantial portion of the lower division courses required. Students at CSUB enjoy the benefits of a liberal arts general education in small classes while preparing for more specialized study in professional programs at other institutions.

**Plagiarism:** Using someone else’s work without properly citing them. This carries serious consequences at CSUB.

**Prerequisite (Prereq):** A course that must be completed (often with a certain minimum grade) or a skill that must be demonstrated before a student can enroll in a more advanced course.

**Probation:** *Academic Probation* is a warning for students who fall below a 2.0 GPA. *Financial Aid Probation* is a warning for students who fall below certain grade and course completion requirements set by the institution granting the aid.

**Quarter System:** CSUB’s academic schedule where the academic year is divided into fall, winter, and spring quarters. Summer is an optional quarter and begins each academic year. Excluding summer, each quarter is approximately ten weeks long.

**Registration:** The process of enrolling in and paying tuition and fees for courses each quarter.

**Resident:** For the purposes of calculating a student’s tuition and fees, an applicant must have lived in California for at least 12 consecutive months prior to admission to qualify for resident tuition. Additional qualifications are listed in the catalog.

**Runnercard:** A plastic photo-identification card that identifies a person as a CSUB student and is the debit card used to purchase meals, books, supplies, and sundries, as well as make copies and check out library materials.
**Runner Vocabulary**

**Satisfactory Academic Progress (SAP):** A policy requiring a student receiving any type of financial aid at CSUB to meet specific standards showing he/she is progressing satisfactorily in an academic program. The standards have GPA and pace (progress toward program completion) components.

**Schedule of Classes:** Published quarterly and available on myCSUB, the schedule of classes is a listing of all classes offered by each department for the quarter. The entry for each class includes course name, course number, units, time, place, and instructor’s name.

**School:** CSUB’s academic departments are organizationally housed in four Schools: Arts and Humanities; Business and Public Administration; Natural Sciences, Mathematics, and Engineering; and Social Sciences and Education.

**Senior:** A college student, generally in his/her fourth year of studies, who has completed 135 or more quarter units.

**Service Indicator (Hold):** A barrier placed on a student’s record preventing the student from registering for classes as a result of an unfulfilled monetary obligation or other action by the university.

**Sophomore:** A college student, generally in his/her second year of studies, who has completed 45 to 89.5 quarter units.

**Study Abroad:** A program allowing students to receive credit for coursework while attending an institution in another country.

**Syllabus:** An instructor's course outline that includes the requirements for the course, the student's responsibilities, and the criteria for the final grade.

**Term:** A general word referring to the academic schedule system, often used in place of the words “quarter” or “semester”. CSUB is on a quarter system.

**Transcripts:** An official document that includes all of a student's academic courses, grades, credits, and academic statuses.

**Transfer Units (Transfer Credit):** Units or credits earned at another college or university and accepted at CSUB.

**Transfer Student:** A student who moves from another college or university to CSUB.
Tuition: The amount of money which must be paid for courses based on the number of units for which the student registers.

Tutoring: Additional instructional/academic support available to students having difficulty in specific subjects.

Undeclared/Undecided: Students who have not yet selected a major. Advising is available in the Academic Advising and Resource Center (AARC) for these students.

Units: Most courses at CSUB are based upon the 5-quarter units per class model. However, courses may also be designed for other numbers of quarter units. For courses taught in a lecture mode, there will generally be 50 minutes per week of instruction for each unit of credit, so a 5-unit lecture course will usually have 250 minutes of instruction per week. Courses with laboratories or other non-lecture components will either have that component integrated into the course structure or the lecture and other component might have separate course numbers. The time per week for non-lecture modes of instruction varies depending on the type of non-lecture component and on the course.

Upper Division: Courses numbered at the 300 and 400 level. These are usually appropriate for students who are juniors, seniors, or students who have prior coursework in the discipline.

Visitor Enrollment: Matriculated students in good standing enrolled at one CSU campus may enroll on a space available basis at another CSU campus for one term. Credit earned at the host campus is reported at the student’s request to the home campus to be included on the student’s transcript at the home campus.

Waitlist: A list of students who want to enroll in a course that has no space currently available. Students are sometimes accepted into a desired course after a registered student drops or doesn’t show up for a class. Waitlists are established at the discretion of the faculty member teaching the course.

Withdrawal: The process of formally dropping a course after the term has started.

Work-Study: A type of financial aid that pays students to work part-time in an on-campus job during the academic year.
**Note:** The number following the building name corresponds to the building number listed on the [CSUB Campus Map](http://www.csub.edu/campusmap).

**Academic Advising and Resource Center**
Student Services Building (#10)
(661) 654-2700
[http://www.csub.edu/aarc/](http://www.csub.edu/aarc/)

Serves as the central location for academic advising and takes the lead in ensuring the success of each student toward graduation; offers students the most up-to-date and accurate information for their plan of study; helps to design an efficient path toward graduation.

**Academic Programs Office**
Education Building (#34), Room 242
(661) 654-3420
[http://www.csub.edu/academicprograms/](http://www.csub.edu/academicprograms/)

Oversees the [freshman four-year degree pledge](http://www.csub.edu/freshmandegreepledge) program and the [early enrollment for high school students](http://www.csub.edu/earlyenrollment) program; receives [academic petitions](http://www.csub.edu/academicpetitions) to replace grades, change catalogs, repeat additional units, permit additional “W” grades, and requests for readmission or reinstatement; coordinates student-initiated [academic grievance](http://www.csub.edu/academigrievance) hearings; and receives formal student complaints.

**Admissions & Records**
Student Services Building (#10)
(661) 654-3036 (Admissions)
(661) 654-2147 (Records)
[http://www.csub.edu/admissions/](http://www.csub.edu/admissions/)

Handles admission to the university, registration of courses, evaluation and maintenance of student records, and graduation audits.

**Advising – See Academic Advising and Resource Center**
Associated Students, Inc.
Student Union Building (#53), Room 149
(661) 654-2418
http://www.csub.edu/asi/index.html

Student government organization; serves as the primary voice regarding student interests and issues; major funding source for most CSUB clubs and organizations; sponsors cultural and social activities including homecoming, luau, speakers, concerts, barbecues, and rallies.

Athletics
Icardo Center (Gym, #52), Room 112
(661) 654-2188
http://gorunners.com/

Men’s sports are baseball, basketball, golf, soccer, swimming & diving, wrestling, and track & field. Women’s sports are basketball, cross country, golf, soccer, softball, swimming & diving, tennis, volleyball, water polo, and track & field.

Bookstore
In the Student Union (#53)
(661) 654-2273
www.csub.edu/bookstore/

The place to go to buy your textbooks, CSUB apparel and gifts, school supplies, snacks, and convenience items.

Campus Police – See University Police

Career Center – See Center for Community Engagement and Career Education

Cashier’s Office
Administration East Building (#5)
(661) 654-3222
http://www.csub.edu/bas/fiscal/studaccount/cashiering.shtml

Accepts payments from students and the campus community; sells campus parking permits and GET bus passes; distributes payroll checks; processes invoice payments.
**Runner Resources**

**Center for Community Engagement and Career Education**
Cafeteria Building (#38), Next to the Runner Café, Room 110
(661) 654-3033  
[http://www.csub.edu/cece/](http://www.csub.edu/cece/)

Administers service learning, academic and paid internships, community centered projects, job postings, job searches, and access to career resources for students, alumni, employers, university personnel, and community partners.

**Children's Center**
Children's Center Building (#14)
(661) 654-3165  
[http://www.csub.edu/childrenscenter/index.shtml](http://www.csub.edu/childrenscenter/index.shtml)

An accredited child development preschool for children ages two through five; provides a stimulating learning environment through structure and play in five classrooms and enrolls over 150 children annually. Available to the children of: (1) CSUB students, (2) campus employees, and (3) community members, on a priority order, space available basis.

**Computer Labs**
Library (#43), Lower Level, Lab A

Staffed by lab consultants able to assist students in most aspects of software support and print services. Schools and departments may also have their own computer labs.

**CSUB Main Phone Number**
(661) 654-2782 (CSUB)

**Emergency: Call University Police at (661) 654-2111**

**Financial Aid**
Student Services Building (#10)
(661) 654-3016  
[http://www.csub.edu/finaid/](http://www.csub.edu/finaid/)

Administers grant, scholarship, fellowship, work-study, and loan programs; offers financial counseling, and certifies athletic scholarships.
General Information – See CSUB Main Phone Number

Grievances – See Academic Programs Office

**Hawk Honors Program**
Faculty Towers Building (#6), Room 201-D
(661) 654-2121
[http://www.csub.edu/academicprograms/undergrad/honors.shtml](http://www.csub.edu/academicprograms/undergrad/honors.shtml)
Available to students with qualifying GPAs. Provides classes with CSUB’s finest faculty members, registration priority, scholarships, enjoyable social events, an honors lounge, and other unique educational opportunities available only to members of this distinctive program.

**Health Center**
Health Center (#35)
(661) 654-2394
[http://www.csub.edu/healthcenter/](http://www.csub.edu/healthcenter/)
Provides basic outpatient medical services for the diagnosis and treatment of acute and subacute conditions, illnesses, and injuries, routine health care, women’s services, minor surgery, and urgent care including basic x-rays, laboratory, and pharmacy services. Supported by student fees, many basic services are available at little or no cost.

**Helpdesk (for campus technology assistance)**
Library, Room 13
(661) 654-2307
[http://www.csub.edu/itss/](http://www.csub.edu/itss/)
Provides technology support for system and data access, hardware and software in desktop and laptop computers, peripherals, and palm devices.

**Housing**
Residence Halls (#24 – 29)
(661) 654-3014
[http://www.csub.edu/housing/](http://www.csub.edu/housing/)
Provides a safe, clean, and community centered environment where students can live in one of six traditional-style residence halls. Off-campus housing referrals are available.
Runner Resources

Information – See CSUB Main Phone Number

**International Students**
Student Services Building (#10)
(661) 654-6113
[http://www.csub.edu/isp/](http://www.csub.edu/isp/)

Provides coordination and administration of international education, activities, and initiatives; promotes international understanding; and introduces foreign students to the USA.

**ITV (Instructional Television)**
Library (#43), Lower Level East Entrance, Room ITV2
(661) 654-2448
[http://www.csub.edu/els/ITV/](http://www.csub.edu/els/ITV/)

Offers regular CSUB courses over interactive two-way video, allowing you to view your college professors on closed circuit television.

**Library (Walter Stiern Library)**
Library (#43)
(661) 654-3172
[http://www.csub.edu/library/](http://www.csub.edu/library/)

Offers access to nearly half a million book volumes in a five-story building, the largest on campus. Lower floor has a large computer lab, computer classrooms, a study room, multi-media lab, and ITV studios. Main floor houses reference, juvenile, curriculum, law, and government document collections, checkout desk, and the Dezember Reading Room. Second floor is the multimedia viewing area and print periodicals collection. Third and fourth floors house the main book collection and study rooms.

**Media Equipment Checkout**
Library (#43), Lower Level, Room 13/15
(661) 654-2307 (Helpdesk)
[http://www.csub.edu/itss/equipmentCheckout.shtml](http://www.csub.edu/itss/equipmentCheckout.shtml)

Provides students access to media-related equipment (cameras, projectors, DVD players, public address systems, etc.) on a no-cost check-out basis for class related projects or a rental basis for non-class related activities.
**One Stop Shop**  
Student Services Building (#10)  
(Inside Admissions & Records)  
(661) 654-3036  
[http://www.csusb.edu/onestop/](http://www.csusb.edu/onestop/)  
Can’t find what you’re looking for? Not sure where to go or whom to ask? Visit the One Stop Shop Counselor at the Admissions & Records counter. The One Stop Shop provides information about registration, grades, holds, transcripts, financial aid, academic programs, housing, cashiering, and student affairs.

**Petitions** – See Academic Programs Office

**Police** – See University Police

**Public Safety** – See University Police

**Records** – See Admissions & Records

**Runner Bookstore** – See Bookstore

**Runnercard**  
Library, Lower Level, Room 1B  
(661) 654-2009  
[http://www.csusb.edu/itss/runnerid/](http://www.csusb.edu/itss/runnerid/)  
Issues the campus multipurpose identification/debit card allowing students to check out library materials, make copies, and purchase meals, sundries, and supplies.

**School of Arts & Humanities**  
Dorothy Donahoe Hall (#32), Room B100  
(661) 654-2221  
[http://www.csusb.edu/ah/](http://www.csusb.edu/ah/)  
Runner Resources

**School of Business and Public Administration**
Business Development Center (#44), Room A128
(661) 654-2023
[http://www.csub.edu/bpa/](http://www.csub.edu/bpa/)
Home of Accounting and Finance, Economics, Management & Marketing, and Public Policy and Administration departments.

**School of Natural Sciences, Mathematics, and Engineering**
Science I (#30), Room 104
(661) 654-3450
[http://www.csub.edu/nsme/](http://www.csub.edu/nsme/)

**School of Social Sciences and Education**
Education Building (#34), Room 124
(661) 654-2210
[http://www.csub.edu/sse/](http://www.csub.edu/sse/)

**Services for Students with Disabilities**
Student Services Building (#10)
(661) 654-3360
[http://www.csub.edu/univservices/ssl/](http://www.csub.edu/univservices/ssl/)
Provides support services to students with disabilities: classroom and campus accessibility assistance, disability-related counseling; registration assistance; ASL interpreters, readers, scribes, note takers, and test proctors; and adaptive equipment and assistive technology access.
**Student Clubs**
Office of Student Involvement and Leadership
In the Student Union (#53)
(661) 654-3091
[http://www.csub.edu/getinvolved/Clubs_Organizations.shtml](http://www.csub.edu/getinvolved/Clubs_Organizations.shtml)
Offers students opportunities for friendship, community service, and personal and professional development through involvement in academic, social, cultural, political, religious, recreational, and community service organizations.

**Student Health Services – See Health Center**

**Student Recreation Center**
Student Recreation Center Building
(661) 654-4FUN (4386)
[http://www.csub.edu/reccenter/](http://www.csub.edu/reccenter/)

Provides fitness and recreation activities in a 75,000 square foot state-of-the-art facility with a variety of cardio and weight machines, seven group exercise rooms, personal trainer services, a three-court gymnasium for basketball, volleyball, indoor soccer, etc., an indoor three-lane suspended running track, a lighted outdoor field for sports play, and shower and locker facilities. The services are provided at no additional charge to all enrolled, full-fee paying CSUB students. Students must present a valid CSUB Student ID.
Study Abroad
Student Services Building (#10), International Programs
(661) 654-6113
http://www.csub.edu/isp/overview.shtml
Allows qualified CSUB students an affordable opportunity to continue their studies by attending universities in other countries.

Testing Center
Modular building next to University Police
(661) 654-3373
http://www.csub.edu/testing/
Provides students with a variety of services in testing and assessment needed for admission, placement, and graduation requirements; also provides students with test dates and registration procedures for national, statewide, and local examinations.

Undergraduate Studies – See Academic Programs Office

University Police Department
University Police Building (#60)
(661) 654-2111
http://www.csub.edu/BAS/police/index.shtml
Dedicated to ensuring the safest possible university environment through professional law enforcement services; provides safety escort service, first aid when the Health Center is closed, vehicle problem assistance, emergency message notification, fingerprint services, and is the campus lost and found repository.

Veteran's Information Center
Student Services Building (#10)
(661) 654-3380
http://www.csub.edu/veterans/
Provides services to veterans and dependents of veterans who are eligible for the Montgomery GI Bill. Services include certification of enrollment for educational benefits; acting as a direct liaison between the university and the Veterans Administration Regional Office regarding underpayment, overpayment, or nonpayment of benefits; coordination of veteran’s work-study; and providing information concerning university services.
The myRunnerHandbook was created to provide you with a quick reference to help you throughout your academic career at CSUB. We would love to hear your thoughts about it. Do you find it useful? Is it easy to understand? Are there other topics you’d like to see included?

Send an e-mail with your feedback to customerservice@csub.edu

Your opinion matters!

Special ACKNOWLEDGEMENT to ALL Departments that made myRunnerHandbook possible!

Photos provided by:
Enrollment Management & University Advancement

Content Contribution: Wanda Lacava    Publication Design: Karla Young
September 2011