

CSUSB eAdvising

Newsletter



Attention Students
Important and Mandatory:

To avoid an all student records hold, students must **complete** the CSUSB Agent of Change training:

Spring 2015 Important Dates

- 04-27: Summer Advising
- 05-01: Grad Check Deadline for Winter (Mar) 2016
- 05-04 - 05-20: Summer Priority Registration takes place
- 05-11: Fall Advising begins
- 05-21 - 06-05: Summer Open Enrollment (pre-payment of fees is required)
- 05-21 - 06-12: Fall Priority Registration takes place
- 05-25: Memorial Day Holiday; Campus Closed
- 06-01: Last day to submit petition to drop after Census for the Spring 2015 term
- 06-06: Summer late registration begins (\$25.00 late fee and pre-payment required)
- 06-13: Last day of Spring Saturday classes
- 06-13 - 07-12: Fall Open Enrollment (no pre-payment required; Fees due Aug. 6)
- 06-15: Last day of Spring Regular classes
- 06-16 - 06-20: Spring Finals week
- 06-18: Palm Desert Campus Commencement Ceremonies
- 06-20 - 06-21 Spring Commencement Ceremonies (Citizens Business Bank Arena)
- 06-22: Summer Hours begin; campus closed on Fridays through Sept. 11
- 06-23: Summer Sessions Regular (10W) and 6W1 100% refund deadline
- 06-24: Summer Sessions Regular (10W) and 6W1 classes begin
- 06-24: Session 6W2 late registration begins \$25 late fee and pre-payment required
- 06-25: Session 6W1 last day to add open classes via MyCoyote without permissions
- 06-26: FRIDAY! Campus closed
- 06-29: Spring grades available over MyCoyote
- 06-30: Session Regular (10W) last day to add open classes via MyCoyote without permissions

[Academic Calendars 2014-2015](#)

This information is provided to CSUSB undergraduate students by Advising and Academic Services, Undergraduate Studies, on a quarterly basis. It includes the latest university policy and procedure updates, academic advising tips, and campus web links.

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO

AGENT of Change | MANDATORY ONLINE STUDENT TRAINING

CSUSB Agent of Change is a mandatory* interactive, online violence prevention program to empower students with tools to help prevent sexual violence as a bystander, member of the Coyote family, and beyond.

TO COMPLETE THE CSUSB AGENT OF CHANGE ONLINE STUDENT TRAINING:

- Log into MyCoyote
- Click on "Student"
- Click on "Agent of Change"
- Follow on screen instructions
- Click on "Play Game"

Login Problems? Contact: student-conduct@csusb.edu
Technical Problems? Contact: agentofchangehelp@weendviolence.com

If you have difficulty using the program due to a disability, please contact the Services to Students with Disabilities office at (909) 537-5238 or ssd@csusb.edu #CSUSBITSONUS



An all student records hold (*Enrollment add, add, drop, diploma, enrollment verification, and transcripts*) will be placed by the first week of May 2015 for students who do not complete the mandatory CSUSB Agent of Change training.

#CSUSBITSONUS



For more information about Summer School, select the Summer Success photo above.

By attending the CSUSB 2015 summer session, students can take advantage of many key benefits. First, this summer CSUSB will be offering additional financial aid for qualifying students. Also, students will have access to high-demand classes. In addition, when taking 4 or 8 units, tuition will be less than during the academic year, saving students money. Lastly, by attending summer session, students will reach their graduation goals sooner.

Coyote Advising Week

Summer 2015

Summer Advising: April 27 - May 1

Summer Priority Registration Begins: May 4

Students should plan to take advantage of financial aid, access to more classes, savings and reaching their goals sooner.

Fall 2015

Fall Advising: May 11 - 15

Fall Priority Registration Begins: May 20

Don't forget to clear your registration holds and meet with your Advisor! Summer and Fall Registration is just around the corner!

For more information about [Coyote Advising Week](#) select the play button below:



Start planning for Summer and Fall 2015 courses.
Make an appointment to see your Academic Advisor!

Academic Resources

- Academic Advising
- Pfau Library
- SAIL Program
- Student Mentoring Program
- Campus Tutors
- EOP
- Ombuds Services
- Title IX & Gender Equity
- Writing Center
- Learning Center
- Undergraduate Studies
- Student Health Center
- Counseling & Psychological Center
- Student Conduct and Ethical Development
- Services to Students with Disabilities (SSD)
- Veterans Success Center



To find out who to see for Advising, select the photo above.

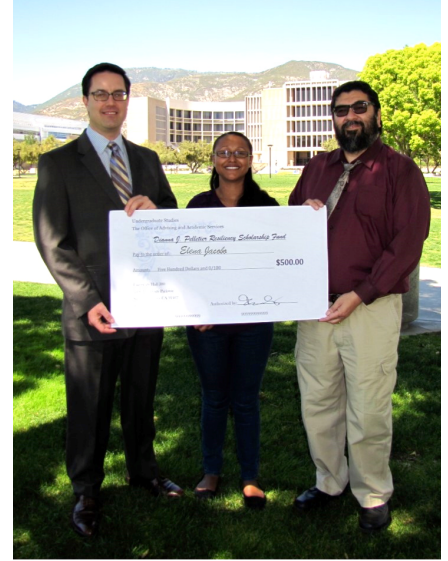
Do you know an **Outstanding Faculty Advisor**? Nominate your Faculty Advisor today! You can find the nomination form online by scanning the QR code below or selecting the photo to the right. Nominations are due Friday, May 8, to UH380



Dianna J. Pelletier Resiliency Scholarship Fund



The Dianna J. Pelletier Resiliency Scholarship was created to provide a financial incentive to CSUSB undergraduate students who have been placed on academic probation or subject to disqualification. Every quarter the Office of Advising and Academic Services awards two students who meet the qualifications and earn a term gpa of a 3.2 or higher. Ruben Suarez and Elena Jacobo are the two recipients for Winter 2015.



To donate to the Dianna J. Pelletier Scholarship Fund, [click here](#)



Elena Jacobo
Major: Sociology
3.46 GPA

“Don’t take anyone or anything in your life for granted and live life to the fullest. I’m glad I learned a life lesson from this and I’m ready for the years to come.”

Watch their video testimonial Press Play!



Ruben Suarez
Major: Business Administration
3.2 GPA

“Knowing that the university offers a lot of academic help for everyone, I have been able to take advantage of it now and people help me out with a smile on their faces.”



Academic Resources

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- SAIL Program
- Student Mentoring Program
- Campus Tutors
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Dianna J. Pelletier
Resiliency Scholarship Fund

Star's Corner



Academic Advisor

What does your social media say about you?

Yotes,

Have you ever thought about what you post on your social media, and what it displays about you?

Quick check: If you were to view your Snapchat, Instagram, Twitter, Facebook, and/or other social media posts within the last couple of weeks, what would you see? Whether it be selfies, quotes, photos or memes, what does your posts say about you? Ask yourself if the posts are mostly positive, negative, random, or as you may view it, "you being you."

Did you know that some employers use social networks to screen potential job candidates? According to Forbes, Careerbuilder.com conducted a survey that asked over 2,000 hiring managers and human resources professionals if they incorporate social media into their hiring process. They found that 37% of employers use social networks to screen potential candidates and 65% of employers want to see if the candidate presents himself or herself professionally. Surprising? Rule of thumb: If what you post on your social media is something your close family and/or friends would not approve of, then it's probably not a good idea to post. On another note, if you have time to post on your social media, and add a couple "likes" on your followers, then you have time to study. Right?

#SomethingToThinkAbout
#ItJustGotReal

Grad Check

Are you close to completing your degree requirements and ready to file a grad check? Students must request a graduation requirement check (grad check) through the Office of the Registrar (UH 171) prior to the end of the term of their expected graduation. However, to avoid late fees, the grad check should be filed by the established deadlines listed below. Students should not request the grad check until they have accumulated 135 quarter units toward their degree. This may include work in progress.

For more information, select the grade check form below:

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
550 University Parkway, San Bernardino, CA 92407
Office of the Registrar
Website: <http://registrar.csusb.edu>

GRADUATION REQUIREMENT CHECK

DEGREE INFORMATION
Term and year for which all degree courses and requirements will be completed* (last when you want to "walk") (Check One)
Fall (Yes) Winter (Yes) Spring (Yes) Summer (Yes) Year _____
(Graduation takes place when all degree requirements for graduation have been met. When filing your graduation check, you must file for the term in which all courses and requirements will be completed. Student's Initials: _____)
Degree you are pursuing (Check One)
BA BS MA MS MBA MPA MEd Other _____
NOTE: Any major or degree objective, other than indicated on your records, must be accompanied by a Change of Major form.
Major _____ Minor _____
Major Concentration and/or Option (Track) _____ Dual Minor _____
Dual Major Concentration and/or Option (Track) _____
***Requirements not completed:** If you have not completed all degree requirements in the term for which you filed to graduate, you must re-file for a subsequent term. *This includes enrolling "incomplete" grades.
I understand that as the student, it is my responsibility to re-file another graduation requirement check in the event of a change of date form for graduation, major, course, year, name, minor, concentration, track, plan, specialty or option and that the graduation requirement check fee applies and will be assessed for these changes. Student's Initials: _____

STUDENT INFORMATION
Name as listed on your student records: Last _____ First _____ MI _____
PRINT your name EXACTLY as you want it to appear on your diploma on the line below**
**** NOTE: If the diploma name is different from your student record, supporting documentation must be attached.**
Mailing Address _____ B-Mail _____
City/State/Zip _____
Phone () _____, Campus ID # _____, Birthdate _____
Student's Signature _____ Today's Date _____
➡ Please read the back of the yellow copy for important information and Q & A ⬅

COMMENCEMENT: Commencement is twice a year and is held at the end of every Spring (June) and Fall (Dec) quarter. Participation in the commencement ceremonies is voluntary and does not constitute graduation. Only students who have filed for a graduation requirement check are eligible to participate at the commencement ceremonies. Graduating candidates from the prior Fall and Winter quarters, as well as candidates for the current Spring and Summer quarters, may participate in the June commencement ceremonies. Candidates from the prior Summer and current Fall and Winter quarters, are eligible to participate in the December commencement ceremonies. Registration information for commencement will be mailed to you from the Office of Special Events & Guest Services. The commencement hotline is 909.537.7368 or website is <http://http://commencement.csusb.edu>

Office Use Only: *Please note: Fees apply to each Major, Minor, Concentration, Option, Plan, Specialty or Track requested.
 Initial Fee \$25.00 Re-File Fee \$20.00 Late Fee \$20.00 Reg # _____ By / Date _____
Distribution: White - Registrar Yellow - Student Copy gradcheck 01/14

ADVISING at the Student Success Peer Advising Center

First-year undeclared student? Visit us in TC-32 or call us at (909) 537-5956 for advising. See you soon!



Academic Resources

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- Veterans Success Center



Ask Matt Markin

Academic Advisor

How do I communicate with my instructors?

Communicating with an instructor can seem like a daunting task. This might make you feel overwhelmed or fearful just thinking about it. The keys to communicating effectively are to be professional, respectful, and most importantly, proactive. As the student, it's up to you to initiate contact with your instructor. Check out the tips below to help you out:

1. Read your syllabus - A pet peeve of many instructors is students asking questions that are clearly defined in the course syllabus. The syllabus is an outline of the course and the requirements to be completed. Simply put, before asking a question, double check your syllabus.
2. Ask appropriate questions - Following up to the above tip, your instructor can't read your mind. If you are confused, did not hear everything the instructor said, or want to clarify the information, ask. Asking other students is fine, but who better to answer a question than the instructor who is teaching the course? However, asking what will be on the mid-term is the same as asking what don't you have to study. Make sure your questions are appropriate.
3. Email - Be aware that your instructors receive an abundance of e-mails every day. When sending an email, be straight and to the point. Make sure to include a subject line such as the title of the course and your name. Also include a greeting with your instructor's name. The end of your email should include your first and last name along with your Coyote ID number.
4. Go to office hours - Not all questions or concerns can be communicated effectively in an email. A face to face discussion is sometimes necessary. Your instructors have office hours to meet with students. This is an opportunity to have a one on one conversation with your instructor to discuss the course, questions you have and to understand better. When going to office hours, always be prepared. Write down your questions ahead of time and bring your notes with you when meeting with your instructor.
5. Own it - It all comes down to student responsibility. Not showing up to class, being late, missing assignments, not understanding the material, not asking questions, not studying, or not studying enough all falls on you as the student. Be responsible and be upfront about it.

Advising and Academic Services presents:



Finals Week Encouragement

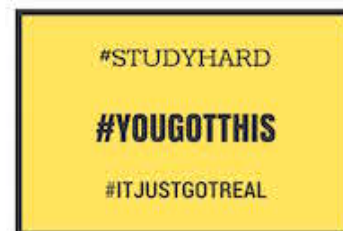
The goal of Finals Week Encouragement is to promote positivity, optimism, and motivation to CSUSB students during their finals.

During the finals week of each quarter, the staff and student success peer advisors from the Office of Advising and Academic Services walk the campus offering words of encouragement, last minute advising and study tips to students.

Finals Week Encouragement was launched in the Winter 2015 quarter. Press play to view what your peers were up to this past Finals Week:



Advising and Academic Services



Need Tutoring?

[Click here for Tutoring Locations](#)

A division of Undergraduate Studies

Advising and Academic Services Newsletter

Contact Us!

Advising and Academic Services UH-380
(909) 537-5034 or (909) 537-5035
askcsusb@csusb.edu

Winter Hours:
Monday-Friday, 8 a.m.-5 p.m.

Stay updated by following and subscribing to our social media:



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<http://undergradstudies.csusb.edu/advising/>

Advising.csusb.edu