

# CSUSB eAdvising Newsletter



Advising and  
Academic Services



**"Start today, not tomorrow. If anything, you should have started yesterday.**  
**~ Emil Motycka**

## Summer Important Dates:

June 26 – Summer session 6W1 census

July 4 – Independence Day holiday, university closed

July 8 – Summer session regular census

July 14 – Fall open enrollment

July 23-24 – Summer session 6W1 finals

July 28 – Summer session 6W2 classes begin

August 5 – Summer session 6W2 census

August 7 – Fall fees due

August 18 – Fall late registration begins

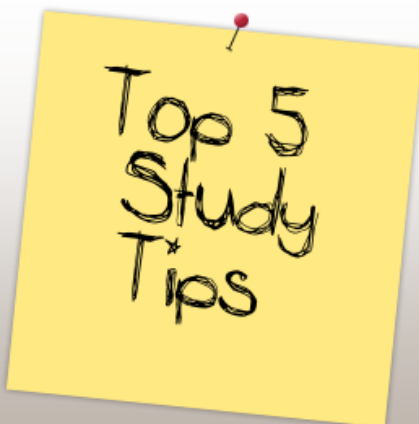
August 27-28 – Summer session regular finals

September 1 – Labor Day holiday, university closed

September 2-3 – Summer session 6W2 finals

September 25 – Fall classes begin

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.



1. **Make the effort!**
2. **Have a place and time to study**
3. **Be organized**
4. **Take/review/revise your notes**
5. **Quiz yourself or have someone else quiz you**



## Academic Resources

- [Academic Advising](#)
- [Library](#)
- [SAIL](#)
- [Faculty Student Mentor](#)
- [Campus Tutors](#)
- [EOP](#)
- [Ombuds Services & Gender Equity](#)
- [Writing Center](#)
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- [Student Health Center](#)
- [Psychological Counseling Center](#)
- [Student Conduct and Ethical Development](#)

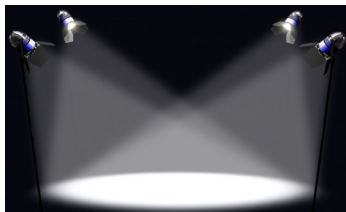


WHAT CAN I DO ?  
WITH A MAJOR IN ... ?

## MAJORS & CAREERS

Don't know what  
you can do with  
your major?  
Deciding on a  
major?

[Click here](#)



## Spotlight on: *Grade Forgiveness*

### *What is grade forgiveness?*

Grade forgiveness is the process whereby a new grade replaces a former grade when calculating GPA. The first attempt will remain on the transcript, with a footnote indicating that the course has been repeated. The first attempt will not be calculated in the GPA or units earned.

### *Who can request grade forgiveness?*

Undergraduate students may request grade forgiveness in a repeated course by petition only. Petitions for Grade Forgiveness should be filed after completion of the course used to replace the previous course.

### *How do I petition for grade forgiveness and where do I go?*

To petition, complete the form "Petition for Grade Forgiveness" for Undergraduate Students and submit to the Records, Registration and Evaluations Office in UH-171. Click here for the [Petition for Grade Forgiveness \(PDF\)](#).

### *How do I know if I can repeat a class?*

Courses may only be repeated if the grade earned is less than a "C". A course may be repeated for grade forgiveness no more than two times. If a "C" or better was previously earned in the course you are attempting to repeat, you will be prevented from enrolling or dropped from this class. For further information, please contact [Advising and Academic Services](#) or see [Guidelines for Grade Forgiveness](#).

## CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO

### PETITION FOR GRADE FORGIVENESS

#### UNDERGRADUATE STUDENTS ONLY

(Post-Baccalaureate and Graduate Students: See Office of Graduate Studies)

Name: \_\_\_\_\_ Coyote ID: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

#### List the course and the grade to be forgiven:

Course Number and Title: \_\_\_\_\_  
Number (ex: Eng 107) Title (ex: English Composition)

Term and Year taken: \_\_\_\_\_ Grade received: \_\_\_\_\_

#### List the repeated course and grade that will replace the grade to be forgiven:

Course Number and Title: \_\_\_\_\_  
Number (ex: Eng 107) Title (ex: English Composition)

Term and Year repeated: \_\_\_\_\_ Grade received: \_\_\_\_\_

Have you filed a Graduation Check? Yes \_\_\_ No \_\_\_ If yes, indicate term \_\_\_\_\_

I have read and understand the guidelines listed on the reverse side of this form.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

#### \*\*\*NOTE\*\*

Grade forgiveness is the process whereby a new grade replaces a former grade when calculating GPA.

The first attempt will remain on the transcript, with a footnote indicating the course has been repeated.

The first attempt will not be calculated in the GPA or units earned.

#### FOR OFFICE USE ONLY

Course \_\_\_\_\_  
Approved: Yes \_\_\_ No \_\_\_  
Reason \_\_\_\_\_

Processed by \_\_\_\_\_  
Date \_\_\_\_\_

GrdFrgve/1010/bl

# CSUSB Writing Center

Located in UH-387

Summer Hours:

Monday-Thursday, 9 a.m.-5 p.m.

Check for appointment availability at

<http://csusb.mywconline.com>

Writing Center UH-387 909.537.5232 <http://www.ugs.csusb.edu/wc/>

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**Happy retirement, Dr. Milton Clark!**

**Thank you for 36 years of serving**

**CSUSB students!**

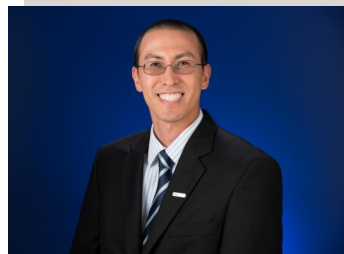
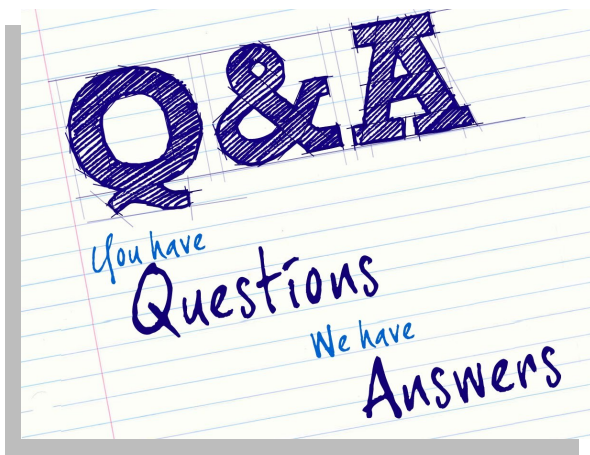
**We'll miss you!**

**DID YOU  
KNOW ?**

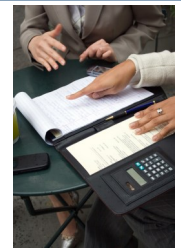
## LEARNING CENTER

Tutoring is available during summer at the Learning Center! To find a list of subjects, [click here](#)! (Tutoring is done on a "walk-in" basis")





**ASK  
MATT**



## NOTE TAKING

**Want to be a  
more effective  
listener and  
note taker?**

**[Click Here](#)**



**HOW DO  
I  
SURVIVE  
SUMMER?**

*Here are 5 tips for surviving your summer classes:*

### *Tip #1 Create a schedule*

Whether you are using your smartphone or old-fashioned pen and paper, make a schedule listing your upcoming mid-terms, quizzes, homework assignments, readings, etc. This is a great tool to use during any term, especially summer.

### *Tip #2 Be realistic*

Choose classes that are realistic and fit your schedule. Since two of the summer sessions are just 6 weeks long, don't overload yourself. Keep in mind the classes you are taking and also your obligations outside of school. Also, do not plan any major outings during the time you are in classes because you may need that extra time to study, complete assignments, etc.

### *Tip #3 Meet with your advisor*

Even if you don't have an advising hold with your major doesn't mean you still shouldn't see your advisor. What does your advisor suggest you take during summer? Should you take a GE or a course for your major? Are there any prerequisite courses for your major you need to take? See your advisor!

### *Tip #4 Don't procrastinate*

Summer classes move quickly, so you have no time to put off your assignments. Instructors may have readings and other assignments to be completed by the following class time. Quizzes and mid-terms may also be given more frequently. Make sure to complete your readings and other assignments as soon as possible!

### *Tip #5 Attendance*

Sure, attendance seems obvious, but being absent for one day could mean missing pertinent information. For example, if your class is Mondays and Wednesdays from 8 a.m.-11:50 a.m. and you are absent one of those days, you have now missed close to *four hours* of lecture for the week.

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# CSUSB eAdvising

*Newsletter* A division of Undergraduate Studies



## Contact Us!

Advising and Academic Services

UH-380

909.537.5034 or 909.537.5035

askcsusb@csusb.edu

Summer Hours:

Monday-Thursday, 7 a.m.-5:30 p.m.

